

Our Mission: To improve lives by uniting the caring power of our community.

Communications Specialist - Temporary

Posting Date: July 3, 2019

Deadline: Until filled

To apply, please send a cover letter and resume to: careers@unitedwaydm.org.

For more organizational information, please visit www.unitedwaydm.org.

Position Summary:

United Way of Central Iowa is seeking for a temporary Campaign Communications Specialist to assist with communications during our 2019 United Way campaign from August 12-November 1. This position is full-time, Monday through Friday, 8:00 a.m. – 5:00 p.m. with some early evening events. The hourly rate is 18.50 per hour plus mileage reimbursement for local travel in the Des Moines area.

The position reports to the United Way of Central Iowa Corporate Engagement Officer, with support from the Strategic Communications Officer, and works day-to-day with the donor engagement staff. This individual will apply communications skills, strategic thinking, and teamwork to assist United Way of Central Iowa and local companies with communications needs to run successful United Way workplace campaigns. This person also represents United Way, conveying the value of United Way to the community through multiple communications channels.

Responsibilities Include:

- Capture photos and videos from campaign events or for companies to use during campaign
- Create videos featuring testimonials from donors and funded partners
- Customize digital and print materials
- Develop and share compelling social media content
- Monitor and respond to companies and individuals on social media during their campaigns
- Support donor engagement staff with communications needs during campaign
- Attend meetings and provide customized communications solutions for companies and United Way
- Capture photos, videos, and testimonials during events, like Day of Action
- Write blogs
- Develop additional communications tools and content that can be used to feature United Way during campaigns

Experience and Competencies Required:

- Proficient in digital communications
- Experience in producing quality photos and video
- Experience in managing social media accounts and producing content
- Strong writing and presenting skills
- Self-directed, enthusiastic, creative
- Ability to work well with a team in a fast-paced, changing environment
- Ability to prioritize and manage multiple projects
- Driver's license and use of car
- Adhere to United Way's code of ethics, always representing United Way of Central Iowa and the company in a positive manner