Opening for a Communication and Outreach Coordinator
with a Growing and Impactful National Non-Profit

Description
The Uniquely Abled Project is a growing, non-profit organization that facilitates competitive employment for disabled youth by matching their unique abilities to good-paying career jobs. The centerpiece of the organization is The Uniquely Abled Academy (UAA), which prepares youth with level-1 autism for entry level jobs as Computer Numerical Control (CNC) manufacturing machine operators. The UAA teaches technical skills and job readiness skills, as well as providing job placement and post-hire support, all at no cost to students. To date seven existing UAAs have graduated over 100 students with an almost 100% job placement rate.

The UAP is launching a national expansion campaign to help communities across the country start their own UAAs, with plans for doubling the number of UAAs by the end of 2022. The Communication and Outreach Coordinator will develop and execute marketing and communication strategies to grow the visibility of the organization and the replication effort.

The Coordinator’s primary responsibility will be to create and distribute specialized content to multiple audiences, including personnel from community college manufacturing programs, uniquely abled youth and their families (especially in the autism community), potential employers, and social service agencies. The Coordinator will work closely with the UAP Executive Director, The UAP Board of Directors, and UAA support teams. The Coordinator will also interface with the public to respond to inquiries generated by the outreach.

Qualifications
The ideal candidate for this opportunity is strategist, copywriter, outreach coordinator, and customer service representative. Qualifications include strong communication skills and familiarity with publicity, marketing, information networks, and social media outlets and, if possible, graphic design.

Job Duties and Responsibilities

Design, develop and manage strategic multi-media outreach campaigns to increase awareness of the UAP and assist with the expansion of program funding. Plan marketing methods and messages to interest the general public as well as potential partner organizations.

Identify critical information and develop credible sources to create timely, compelling content to publicize the organization and its partners in a variety of media channels and outlets. Create, write, edit, and produce messaging, newsletters, press releases, one-pagers, articles, blog posts, press materials, etc. Tell the UAP story to attract the attention of mainstream media. All content should be stylistically polished and edited for factual accuracy and grammatical correctness.

Manage and optimize the UAP's social media and online presence to increase public awareness of the UAP and its programs. Create and publish compelling, timely content for the UAP website, the UAP Newsletter, and for social media platforms including, Facebook, Twitter, LinkedIn, and Instagram to grow followers and engagement. Establish and monitor social media analytics to measure the impact of published material.
Design education and outreach materials, including brochures, pamphlets, newsletters, and other printed materials using your content or information provided by the UAP and its partners. Graphic design skills are a plus.

Communicate and collaborate with UAP leadership, UAP partners and potential partners, sponsors and potential sponsors, media outlet representatives, and the public.

Key Qualifications, Skills and Abilities
- Bachelor’s degree in communication, marketing, or business preferred
- Minimum 1-3 years marketing experience, OR any combination of education and experience that demonstrates the ability to perform the specified job duties successfully
- Excellent organizational skills with attention to detail
- Excellent and prompt written and verbal communications skills
- Effective in managing timelines and projects
- Capacity to manage multiple projects simultaneously and successfully
- Energetic and personable; take initiative and think creatively, flexibility
- Strong computer skills in Microsoft Excel, Word, and PowerPoint, and WordPress. Knowledge of design/layout software, such as Photoshop, Google Docs, Google Sheets, and Google Presentations a plus.
- Experience with crafting posts and messaging for various social media platforms, including creation of graphics and identification of key hashtags
- Experience with website and newsletter production and message development
- Participate in remote meetings with the UAP team and others via Zoom or a similar format
- Promote and adhere to organization’s mission, vision, and values
- Nonprofit and supervisory experience a plus
- Connection to the autism community or special populations a plus

Additional Information
Flexible options to work 20-25 hours/week
Number of hours could increase depending on funding and organization needs.
Work from home
Hourly rate $20-$25 per hour, depending on experience.
Must be located in Pacific Time Zone, ideally in Southern California

To be considered for this immediate opening, please send your resume to IRosenberg@UniquelyAbledProject.org. This position will remain open until filled. The UAP reserves the right to alter, change, modify and/or terminate this job posting at any time without notice, or obligation, to any party.