Position Description
Communications Consultant
Sibling Leadership Network

Background

The Sibling Leadership Network (SLN) is a national nonprofit organization dedicated to providing siblings of individuals with disabilities the information, support, and tools to advocate with their brothers and sisters and to promote the issues important to them and their entire families. For more details visit the SLN website at www.siblingleadership.org.

Position Overview

The Sibling Leadership Network seeks a part-time Communications Consultant to provide technical administration of a WordPress website, contact list and e-newsletter through Mailchimp, as well as Hootesuite to manage social media accounts. The Communications Consultant will also work in conjunction with the SLN Executive Director and SLN Project Manager to develop and disseminate SLN-related content. This person will manage the communications calendar and have a monthly communications call with the SLN Executive Director during the work week to map out the content for the coming month. This person will attend a monthly 1-hour weekday staff meeting. Also, other communications/administrative duties may be requested as needed. This position works remotely.

Qualifications

The Communications Consultant will have:

- Strong oral and written communication
- Experience in developing communication messages for various audiences
- Proficiency in WordPress, Mailchimp and Hootesuite
- An understanding of the values and mission of the SLN, which will be translated into content across the above platforms
- Must be responsive to emails from SLN Executive Director and Associate Director
- A willingness to work collaboratively with nonprofit volunteer members and the Executive Director

This is an hourly position, estimated at about 5-10 hours per week. Hourly wage $20-25 per hour. Position will start in January 2022.

Application Process

If interested, please contact Amy Halm, SLN Associate Director, at Amy.Halm@siblingleadership.org by November 29. Please include an updated resume, a cover letter describing why you would be an asset to the organization, and three examples of how you would improve/update the SLN communications strategy/content.