SEEKING CONTRACTED COMMUNICATIONS SPECIALIST

Education Reach for Texans is seeking a reliable communications specialist to assist the volunteer-led organization with dissemination tasks on a contract basis. Tasks will include: updating website, producing electronic newsletter three times a year, updating mailchimp lists, assisting with mail blasts as needed and graphic design.

About Education Reach for Texans
Education Reach empowers Texans to champion postsecondary success for foster youth and alumni. Education Reach for Texans seeks to eliminate barriers to success and build support programs for alumni of care attending public colleges and universities in the state of Texas. We are one of a growing group of organizations across the nation seeking to improve the success of former foster youth in postsecondary education. While Education Reach is a growing organization, we still rely on a volunteer board to complete all tasks for the organization.

Contractor responsibilities
1. Website support. Contractor will update the website as needed with regular updates needed in January when board members change; in the Spring when conference content and an updated foster care liaison list is ready to post; and in the summer after the conference. Other updates may be needed through the year. The website is designed with weebly.
2. Newsletter. Contractor will build newsletter in mailchimp. Newsletters are released in the Fall, Spring and Summer semesters. Newsletter content will largely be provided by the Board, but contractor may have to help develop some content.
3. Listserve. Contractor will update the contact list in mailchimp before sending out each newsletter. New contacts from the foster care liaison list should be added as well as any inquiries received from the web form.
4. Mail blasts. Contractor will assist in developing mail blasts as needed. Mail blasts are developed in mailchimp and disseminate information between newsletters. Conference registration and related information are sent through mail blasts.
5. Graphic design. Contractor will develop options for a conference logo and develop related content for social media, mailchimp and conference materials and .

Contractor qualifications
1. Demonstrated ability to design websites, preferably experience in weebly or more complex platform.
2. Basic graphic design ability.
3. Excellent writing skills.

Payment
Contractor will enter into an agreement with Education Reach to provide 70 hours of service at $30 an hour. Total costs of this contract cannot exceed $2,100. Contractor will bill reach quarterly for payment.

Application
To apply, please send a cover letter, resume, website example (either designed or maintained by you) and graphic design example to admin@texasreach.org by June 30, 2023. Interviews will be conducted in July with an August 1, 2023 start date.