



United Against Human Trafficking

Communications Specialist

Join the fight against human trafficking! You can help end exploitation in Houston as a Communications Specialist at United Against Human Trafficking. We are looking for a driven and savvy communicator to manage our online and offline communication with our donors, clients, and the community.

Reporting to the Director of Development, the Communications Specialist is responsible for creating cohesive promotional and programmatic materials, creating social media content, responding to community questions and comments on social media and email, and drafting press releases. If you have experience in overseeing social media platforms and can write clear communications with a distinct voice, we would like to meet you. Ultimately, you will act as our brand's voice to impress supporters, attract new donors and raise funds.

Desired Experience/Qualifications

Education: The candidate should have a BS in Marketing, Communications, Public Relations or relevant field

Responsibilities:

- Coordinate the design of promotional and programmatic materials including brochures, outreach materials, fact sheets, event materials and the annual report
- Create content and graphics for the organizations social media platforms
- Write press releases
- Produce copy for our website
- Help create and run online fundraising campaigns
- Craft and send donor newsletters with organization updates
- Track ROI for marketing campaigns
- Track website and social media metrics
- Monitor organizations website and social media pages and address community queries
- Oversee the content creation of the organization's blog
- Manage the internal communications between departments

Qualifications:

- Hands-on experience with web content management tools, like WordPress
- Experience with marketing campaigns on social media
- Experience with content writing and strategy
- Excellent verbal and written communication skills
- Experience with design tools such as Canva, InDesign, or Photoshop
- Knowledge of SEO and Google Analytics preferred



Application Deadline: March 25, 2019

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through awareness, education, and outreach. FREEDOM – We aspire for all people to experience freedom and to live beyond bondage to others. We envision a world that is intolerant of buyers and sellers of humans.

UAHT is an equal opportunity employer and provides a number of benefits to qualified employees. Normal business hours are Monday through Friday from 9:00 AM – 6:00 PM but some weeknight and weekend hours may apply.

To apply for this position, please send a resume, cover letter, and salary requirements to hr@uaht.org