



POSITION ANNOUNCEMENT

Communications and Marketing Specialist

Time base: 15-20 hours per week

Salary: \$16.20 to \$20 per hour (commensurate with experience and qualifications)

Starting date: September 2022

End date: June 2023 (with possibility of extension through next academic year)

CommUniverCity SJSU is a public-private partnership based at SJSU. Our mission is to improve community connections, health, and educational opportunities in Central San José focusing on low-income neighborhoods. CommUniverCity SJSU works with faculty, students and community partners to create and sustain meaningful course-based community learning projects and to encourage civic engagement of students while supporting relationship-building among residents.

Job Description:

The **Communications and Marketing Specialist** will assist with internal/external communications and branding of the organization. The Specialist documents and promotes the work of CommUniverCity-affiliated students, faculty, staff, and partners to external and internal stakeholders. The Specialist tells compelling stories to further CommUniverCity's goals of promoting community health and environmental protection, fostering a college-going culture, and improving neighborhood infrastructure. Working with the Executive Director and Leadership Team your work will inform and inspire our audiences to take part in making San José a vibrant place to live, study, and work. The Specialist is also the lead on producing CommUniverCity's Annual Report.

Key responsibilities include:

- Independently creating content for internal and external communication consistent with CommUniverCity and SJSU brand
- Develop flyers and other collateral materials using basic graphic design skills and content provided by Project Coordinators
- Maintaining and curating impactful content for CommUniverCity's website [WordPress]
- Writing and editing blog posts (2 to 4 per month); producing monthly newsletters
- Being embedded in projects and in communication with staff and leadership teams to report on the activities, goals, and impacts of the work
- Supporting presentation development and delivery at monthly Steering Committee

To learn more about CommUniverCity, please visit cucs.org.



CommUniverCity • SJSU

— engage — learn — build —

meetings

- Maintaining CommUniverCity's events calendar
- Support logistics for community engagement events
- Create project-specific icons, brochures & animations for promotional videos and social media

Qualifications:

- Current SJSU student in academic good standing
- Authorized to work in the U.S.
- Possess current CA driver's license
- Proficiency using Adobe Creative Cloud (Photoshop, Illustrator, InDesign), Flickr, Microsoft Suite (Word, PowerPoint), Google Apps (Docs, Sheets, Forms, Slides)
- Relevant professional work or internship experience
- Ability to prioritize CommUniverCity deadlines and commit to produce high quality finished products
- Experience working in a self-directed, low supervision environments; be a "self starter"
- Effective communication, organizational, and time management skills

Desired Qualifications:

- Ability to work in a dynamic team environment
- Event photography experience
- Illustration skills
- Completion of MCOM 175 (Social Media and Web Analytics)
- Completion of JOUR 61 (Writing for Print, Electronic and Online Media)

To Apply:

Submit the following materials by email to matthew.snyder@sjsu.edu. Position open until filled.

- Cover letter
- Resume
- Names and contact information (phone numbers and email addresses) for 3 references (work and/or academic), and your permission to contact them
- Flyers or similar graphic design work. Include at least 3 pieces for which you were the sole designer (url or pdf acceptable)

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