

TEAMSTERS LOCAL 1150 COMMUNICATIONS POSITION

JOB TITLE:

Communications Assistant – Part time position reporting directly to the Communications Director

ELIGIBLE MEMBERS AND LOCATION:

Local 1150 members located in Shelton, Stratford, or Bridgeport CT. (For Training purposes)

PURPOSE OF POSITION:

Local 1150 is looking for an enthusiastic representative to assist our Communications department create and manage valuable content across our various communication networks. Member will participate in necessary training and oversight weekly and may be required to perform duties on their own time. Compensation details will be provided during the application process.

PRIMARY RESPONSIBILITIES:

(The examples of responsibilities are intended to provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by assistant.)

- Develop, promote and support Local 1150's communications goals
- Manage various social media platforms
- Create valuable content for member newsletters
- Create and control content for use on our website and mobile application
- Develop and edit images and videos to promote local events and campaigns
- Identify new and creative avenues to promote member outreach
- Work closely with direct reports and Union Leadership to develop and strengthen member engagement

SKILLS REQUIRED:

- Strong organization, communication, and interpersonal skills
- Demonstrate skills in writing and editing
- Ability to work with diverse and opposing ideas and views
- Experience with web design, publication and graphic design
- Knowledge of social media and emerging communication platforms
- Competencies in desktop publishing skills including Adobe photoshop, Indesign, and Dreamweaver.
- Ability to build and maintain relationships with colleagues that supports a cooperative work environment

APPLICATION REQUIREMENTS:

Applicants should submit a resume and a cover letter is highly suggested. Your cover letter should explain your reason for wanting to work with us, an example of how you demonstrated skills in writing and/or editing, and a description of how this position fits into your long-term career plan.

Please email resumes to steve@teamsters1150.org