



NORTHWEST
PARKINSON'S
FOUNDATION

Open Position: Temporary Communications Specialist

- Part-time, Flexible 10-20 hrs/wk, Non-exempt
- 4-5 month position to cover maternity leave
- Remote or in-office, depending on candidate's preference
- Reports to Executive Director
- Target Start Date: November 1, 2021

Purpose of Position

The Northwest Parkinson's Foundation is a dynamic patient-centered organization with a strong track record of action and accomplishment. The organization is in growth mode, with a new website on the horizon and a commitment to social media and online programming and advocacy.

Our team is looking for a Temporary Communications Specialist who will manage online content, social media, and external email communications. The role will work closely with the entire NW Parkinson's team to enhance its communications efforts in a coherent way—ultimately leading to more constituents served and more dollars raised—by managing nwpf.org, weekly constituent newsletters, social media platforms, and other online/print publications.

The ideal candidate will be dynamic, innovative, and excited to communicate with people impacted by Parkinson's. Interest in the nonprofit sector is highly desirable.

Overview

As the Temporary Communications Specialist, you will ideally have a strong writing background and enthusiasm for communications and public relations work. In our current highly remote and online pandemic world, you will be responsible for publishing current communications materials, using templates to create content (designing new materials if that's your skillset), and engaging constituents in programming and fundraising campaigns. You will work closely with the Executive Director and the full organizational team.

Duties and Responsibilities

- Follow and implement NW Parkinson's communications plan, including schedules and tasks regarding the website, newsletter, events, and campaign communications.
- Update NWPF.org content to make the site dynamic and useful to our users.
- Conduct promotional activities such as email advertising, flyers, and mailings designed to generate enrollment.
- Work with the Executive Director to implement brand guidelines throughout all printed and online materials.



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- Compile articles/content for weekly email newsletters. Collaborate with team members to ensure promotional content is updated weekly.
- Maintain photo and testimonial archives
- Maintain appropriate databases.
- Manage social media accounts and strategy.
- Other roles as defined by the Executive Director.

Minimum Qualifications

- Bachelor's degree.
- Excellent written and oral communication skills.
- Initiative and capacity for innovative online and print content.
- Strong working knowledge of Microsoft Office, Constant Contact, and social media platforms. Experience in design software such as Canva and Adobe Illustrator a plus.
- General understanding of branding principles.
- Attention to detail and commitment to producing high quality, accurate, error free content.
- Willingness to work flexible hours, depending on the workload requirements from week to week.

Other Desirable Qualifications/Skills

- Excitement about mission-based communications.
- Willingness to assist with production of fundraising and education events.
- Some knowledge of the issues faced by those touched by chronic conditions.
- Willingness to assist other team members during peak loads.
- Experience with database entry.

To Apply

Send writing samples and resume/CV to Melissa at melissa@nwpf.org.

Northwest Parkinson's Foundation
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