

# COMMUNICATIONS COORDINATOR POSITION DESCRIPTION



## MISSION

The mission of the Texas Energy Poverty Research Institute (TEPRI) is to inspire lasting energy solutions for low-income communities across Texas. We work with teams of experts to conduct research, build evidence, create tools, and partner with local jurisdictions to pilot and test new practices that can scale through effective networks. Our efforts aim to improve the systems that are needed to enable sustainable energy solutions to reach underserved communities so that their benefits may flow to those most in need.

## ROLE EXPECTATIONS

TEPRI is immediately seeking an entry-level **part-time employee** with training in communications/marketing or business and an interest in the intersection of energy and poverty.

The primary role of the Communications Coordinator will be to support the overall communications and marketing of TEPRI including our content creation for website, e-newsletters, social media, graphic and collateral design, and all other communications efforts. The secondary role will be to provide operational support to our programs, research projects and member services. This is a part-time hourly role intended for someone with capacity to work approximately **20 hours per week**. Our office is located off of South Congress Avenue in Austin, Texas. Currently enrolled students or recent graduates encouraged to apply.

General project areas of this role are listed below. Specific work scope will be determined on a weekly basis.

- **Email Newsletter:** Support the design and distribution of TEPRI's monthly newsletter updates and other email campaigns. Manage the distribution list of contacts within the platform.
- **Content Development:** Content management and creation for news, resources, blog posts, website and other updates.
- **Social Media:** Write and design content for social media including Twitter, LinkedIn, and Vimeo. Develop monthly social strategy and schedule in Hootsuite (training available if necessary). Monitor and respond to interactions and track metrics.
- **Graphic Design:** Design, edit, and develop marketing and promotional collateral for TEPRI initiatives, events, projects, and communication using Adobe Photoshop, Adobe InDesign and/or Canva.
- **Communications Calendar:** Manage and update communications calendar, including tracking metrics and planning future publications and communication.
- **Events/ Webinars:** Support coordination, promotion, communications and logistics for TEPRI events and meetings.
- **Resource Compilation:** Gather and import relevant resources (reports, blog posts, presentations, etc.) for our online portal of energy poverty resources.

- **General Administrative Support:** Documents development, calendar management/scheduling, purchasing office supplies, managing contact information, preparing materials/taking notes at meetings, etc.

## QUALIFICATIONS

- Very strong written and verbal communication skills.
- Demonstrated organization and time management (experience working in a project-based and fast-paced environment preferred).
- Experience with website content management and creation in CMS platform such as WordPress or similar.
- Familiarity (preferably significant experience) with e-newsletter management in Mailchimp or similar.
- Minimum of one (1) year of professional or academic experience in communications, marketing or similar role.
- Experience utilizing graphic design software such as Adobe creative suite (Photoshop, InDesign) or Canva.
- Spreadsheets, word processing, and slide presentation software experience required. Other analytical tools or programming languages preferred.
- Proven ability to work constructively within teams.
- Interest and/or experience in energy efficiency, low-income communities, and/or research.

## ENVIRONMENT

TEPRI is a young non-profit and we are continually growing. We currently have a small but mighty team of innovative and creative thinkers. Our team works out of a shared office space located on South Congress in downtown Austin, Texas. Parking is included and available 24/7. We offer the ability to work remotely on occasion.

## COMPENSATION

Compensation will be \$17-19 hourly, depending on experience. Please submit a resume and brief cover letter to Alexa Nizam at [alexa@txenergypoverty.org](mailto:alexa@txenergypoverty.org).

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*We are proud to be an Affirmative Action, Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran or military status or any other legally protected status. In order to comply with local, state and federal Affirmative Action and Equal Employment regulations we may need to identify certain applicant data which will only be used for reporting to government agencies. You are not required by law to provide this data. The data you provide on any material will be kept confidential, used solely for statistical purposes and maintained separately from your employment application. This data will not be used to make a decision about your employment.*