



Communications Manager Job Description

This part-time (20 hours per week) staff person works closely with Texas Water Conservation Association (TWCA) employees to manage internal and external communication and outreach initiatives for the Association. This position requires extensive contact with TWCA members and occasional contact with the public, agency personnel, and legislators/staff.

Essential Functions

- Collaborate with staff to develop and distribute *Confluence*, TWCA's monthly e-newsletter
- Assist in strategic planning, including developing and implementing a communications plan
- Create and manage marketing and print materials, including conference programs, membership materials, and event signage
- Maintain, update, and add content to website and social media outlets
- Oversee TWCA branding efforts and work with consultants as necessary
- Develop and implement opportunities for member outreach and engagement
- Coordinate with TWCA RMF consultants on marketing materials and communications
- Oversee and analyze member communication and feedback tools using electronic surveys and other membership platforms
- Help coordinate, implement, and staff association conferences, meetings, and events
- Support TWCA committees and perform other duties as assigned

Qualifications

- Bachelor's degree in communications or related field
- Experience developing print materials and engaging organizations through online platforms and social media
- Competency with graphic design platform(s), social media, website management, Microsoft Office Suite, and database software
- Strong writing, editing, and communication skills; previous association work or interest in water a plus
- Strong organizational skills; ability to meet deadlines and work on multiple projects at once

TWCA is a large association with just four other staff members so all employees assist each other as necessary and teamwork is imperative. For the right candidate, this position could be or grow into a full-time position with benefits. Opportunities exist to learn new skills and engage in all areas of association work.

TWCA's office location is in Austin but a hybrid schedule is possible. Some travel will be required to staff TWCA conferences across the state several times per year. Regular work hours must be within normal business hours. Compensation is commensurate with experience and background and will be competitive with similar non-profit organizations. To apply, please send a resume, cover letter, some examples of your work, and three references to ssteinbach@twca.org.