



Job Title: Marketing & Communications Contractor
Job Type: Contract (Up to 28 hours/week)
Reports to: Director of Communications & Donor Services

Purpose

Waco Foundation is a charitable organization that provides grants and other charitable services in McLennan County, Texas. The Marketing & Communications Contractor will provide support to the Foundation's communications strategies including social media, website development, video production and content creation. Work at Waco Foundation is highly suited for the individual who has a passion for improving the world and particularly the local community, working very hard, problem solving, personal growth and working with others.

Work Term and Hours:

This is a contract position up to 28 hours per week. The Foundations office hours are from 8:30 am to 5:00 pm. The Contractor will be expected to work within, and be responsive to project related requests during these hours.

Pay Rate:

Based on with experience

Scope of Work:

The Contractor will have access to a computer and workstation. Responsibilities for the position include:

- Create design suites for advertising and marketing campaigns, including, print advertisements, reports and events
- Manage social media for specific projects
- Manage website updates for specific projects
- Manage content for online and print publications, as directed:
 - Create and design layouts and content
 - Update text and/or graphics on various websites as necessary
 - Write copy and/or design suites of materials for initiatives
- Assist with public and media relations, including drafting news releases and press statements

Application Instructions:

The Foundation is an equal opportunity employer and encourages diverse candidates to apply. Please visit our website for additional information about the Foundation and our work (www.WacoFoundation.org).

Interested candidates should complete an application and email it with a cover letter and resume (in Word or PDF format) to Natalie Kelinske, Director of Communications & Donor Services, at nkelinske@wacofoundation.org with the subject line "Marketing and Communications Contractor."