

Astronaut Scholarship Foundation

Job Position: Communications Specialist

The Astronaut Scholarship Foundation, a 501 (c)(3), nonprofit organization, is seeking a **Senior Communications Representative** to provide support to the Communications Director in all aspects of day-to-day publicity, promotions and marketing including being the lead writer and editor of news releases, media advisories, a quarterly newsletter, scripts for event speakers, letters, space related auction item descriptions and certificates of authenticity. They will also be responsible for brochure/ad copy, e-campaign copy and web content management. Candidates also able to develop online animated design, marketing collateral and advertisements layouts is desirable. The ideal candidate will be a **STRONG WRITER**, have Adobe InDesign & Photoshop skills, be detail-oriented and able to work under deadline pressure while multi-tasking.

The Sr. Communications Representative should be energetic and have a firm handle on Social Media; understanding how to utilize its many facets for the betterment of the Foundation.

Candidates should have exceptional writing and editing skills, as they will be writing 1,000+ words a week! They will also be an innovative thinker, professional, outgoing, willing to work hard and manage others in a kind and productive manner. They must be an expert in Microsoft applications. A basic knowledge of space history is a plus.

The Foundation is a small organization (7 employees) that does big things, so every staff member is crucial. While we do work with an outside ad agency, smaller projects are done in-house and the Sr. Communications Representative would be expected to lead and complete these tasks.

Most importantly, candidates must have a heart for an organization like this, and be able to care for it like their very own, as it is much more than "just a job". In exchange, they will be treated with the same respect and admiration, as the Foundation Team is very much a family.

Qualified candidates must email a resume AND a one-page cover letter as to why they are the ideal person for the position to ASF@AstronautScholarship.org. The Foundation will contact those it would like to pursue. Phone calls and office visits from applicants will not be accepted. Applicants will be asked to submit writing samples and draft an ASF-related press release during the interview process, since strong creative writing skills are a VERY important part of this position.

Salary: \$14 - \$16 an hour (Full Time)

Requirements:

- * Bachelor degree in graphic design, public relations or related field
 - * At least two years experience serving in public relations, advertising or fundraising environment
 - * Strong writing and editing skills
 - * Proficient in Microsoft & Adobe
 - * Able to multi-task
 - * Excellent interpersonal and communication skills
 - * Able to work well with others and independently
 - * Basic space history knowledge a plus
 - * Must reside or relocate to Brevard County
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