NOBCChE is seeking a company/consultant that can provide communication services across the organization

NOBCChE is seeking an independent contractor that can provide Communications Specialist services for our organization. Under the oversight of the NOBCChE President-Elect and Board Liaison to Communications Committee, this contractor will provide services to support the implementation of internal and external communication strategies for the organization. This generally includes managing and creating content for external communication channels like social media platforms, company websites and media relations, generating marketing and promotional items, writing copy for organizational newsletters or memos, and establishing NOBCChE branding and guidance for all communication outlets.

The goal will be to facilitate effective communications according to NOBCChE’s standards.

**Example services** for this contracted position include but is not limited to:

- Develop and implement a communication strategy that includes media outreach and social media content creation.
- Create style guides and brand voice outlines for all public relations, marketing, advertising and other vital communications
- Acquire and maintain a detailed knowledge of the organization’s policies, principles, and strategies, and keep up-to-date with relevant developments.
- Research, write, and coordinate press releases and conferences, content for the organization website, infographics, blogs, e-briefs, and newsletters, social media platforms, and other business correspondence.
- Support and train necessary organizational committees and members on website, social media and other platform content development and management
- Work with key internal role-players to brainstorm content ideas, in line with the organization’s strategy and in support of various brand initiatives.
- Support, monitor, and evaluate results of communication campaigns.
- Build and maintain relationships with journalists and key external role-players.
- Coach and assist team members on improving communication skills.
- Prepare and provide progress reports and presentations
- Attend NOBCChE Board meetings as need to provide updates on activities

**Contractor Requirements**

- Established company (LLC, corporation, partnership, or sole proprietorship)
• Lead Contractors:
  • Bachelors degree in communications, journalism, public relations, or a related field (essential).
• A minimum of 2 years experience in communications strategy development (essential).
• Excellent written and verbal communication skills.
• Works well under pressure and meets tight deadlines.
• Highly computer literate with capability in email (e.g., Mail Chimp, Emma, Constant Contact, or other email platforms), MS Office, Adobe, and related business and communication tools.
• Content writing experience for all media platforms (LinkedIn, Instagram, Twitter, You Tube, Facebook, TikTok and others).
• Proven social media and networking expertise.
• Strategic and creative.
• Meticulous attention to detail.
• A portfolio of work available for review.

Compensation
• Paid compensation as a part of term contract
• Remote work offerings
• Limited travel

To Apply
Please submit a cover letter, most recent resume, company website, services provided, portfolio of work, and the names of three professional and/or previous and existing client references to answers@nobche.org.

Insurance, health, and retirement benefits are not included in this position and must be covered elsewhere, this is an independent contract and term position