



TNOYS is a nonprofit with an important mission and we are looking for the right candidate to provide contract marketing and communications support for our team. Our mission is to strengthen, support, and protect critical services for youth and their families to ensure their success.

Position Title: Marketing, Web, and Social Media Support

Location: Austin, Texas

Key Responsibilities:

- Work in close collaboration with the TNOYS Executive Director to set and achieve short and long-term communications goals, objectives, and targets.
- Develop and distribute newsletters and other promotional materials.
- Utilize MailChimp and other software to effectively manage TNOYS contact lists and ensure that communications go to correct targeted audiences.
- Regularly update TNOYS website and social media sites in coordination with the organization's communications plan (WordPress, Facebook, Twitter, LinkedIn, YouTube)

Qualifications:

- Experience with WordPress, Microsoft Excel, and MailChimp is required. Experience with Salesforce is preferred.
- Experience working with social media platforms including Twitter, Facebook, YouTube and LinkedIn is required.
- Experience working with nonprofit organizations is required.
- Must be able to work collaboratively and balance multiple priorities with short deadlines.
- Must be available routinely during normal business hours.
- Must have passion for supporting services that benefit youth and families.

Position Type: This will be a contract position for approximately ten hours per week at a rate contingent on experience.

Application Instructions: Please submit a resume, two references, and a cover letter addressing how you meet the qualifications outlined above to hiring@tnoys.org. Please include your hourly rate in the cover letter.

Closing Date: Applications will be reviewed on a rolling basis beginning April 8th.

Texas Network of Youth Services is an equal opportunity and affirmative action employer.