Work Study Job: LERC Communications Assistant

Job Title:	Labor Center Communications Assistant	Department:	WA Labor Education and Research Center (WA LERC)
Hourly Rate:	**$23.30**	Supervisor:	Bo McClung, Program Specialist

Job Description

The WA Labor Education and Research Center (WA LERC) was established in 1987 to provide trainings, education, and research to working people across Washington State. The LERC's goal is to educate and empower working people as they understand and work to expand their rights in workplaces. We work to build skills, confidence, and knowledge to help people become leaders in efforts to improve their work lives and communities and to promote a just economy through collective action. Though based at South Seattle College, the Labor Center is a statewide organization and a unique program within higher education.

The LERC is seeking a Communications Assistant to help the Center communicate with diverse stakeholders across the entire state about our public classes, the resources we offer, and other programs the LERC does to benefit working people of WA. The Communications Assistant will help with writing, designing, and disseminating social media, emails, print materials about LERC programs, workers' rights, and other topics relevant to the LERC's work.

The LERC is seeking someone who cares about community engagement and workers' rights, who wants to gain more experience in the field of nonprofit communications.

Location and Hours

This position is fully remote, and 10-19 hours per week, depending on the student employee's scheduling needs and work study award. The LERC's hours are 8:30 AM – 5:30 AM, Monday – Friday. Upon starting, the employee will work with their supervisor to set a schedule of working hours for the week. These may be split across different days as needed to accommodate class schedules and other responsibilities. Once that work schedule is set, the employee is required to be online, working, and available on MS Teams during those working hours. The work cannot be done asynchronously, on nights or weekends or otherwise outside of those set working hours.

Roles and Responsibilities

- Create drafts of content for social media, including graphics, photos, and related blurbs and captions.
- Post content, and manage engagement on social media (i.e. reviewing comments and DMs).
- Collaborate with supervisors to devise a content strategy aimed at fostering organic growth across social media channels.
- Work with the Director and other staff to create communications plans (e.g. calendars for emails and social media posts)
- Take and edit photos and videos for social media platforms, including Facebook and Instagram.
- Generate a surplus of edited photos, videos/reels, and content for social media use.
- Thoroughly proofread content and seek approval from supervisors before publication.
- Other tasks related to communications and outreach, as needed.

Educational Benefits

Are you passionate about pursuing a career in social media management or communications with a focus on community justice? This role presents an outstanding opportunity to refine your creative skills and gain hands-on experience in the fields of marketing and communications. You will have the chance to engage in tasks such as creating mock social media feeds, devising content strategies, gaining insights into the organic growth of social media channels, and much more.

Preferred Skills

- Experience or interest in content creation and editing
- Interest in a career such as marketing/content creation
- Experience designing graphics in Canva
- Strong computer skills, and ability to learn new software
- Writing skills
- Good organizational/planning skills

Application Procedure

We'd love to know more about you! What makes you excited about this work, and what helps make you a great fit? Please fill out our application at https://form.jotform.com/laborcenterteam/social-media-assistant-application and our team will get back to you and let you know if you have been invited to an interview.

Applications Accepted By:	

Web Form:

https://form.jotform.com/laborcenterteam/social-media-assistant-application