



2315 Chicago Avenue South
Minneapolis, MN 55404

Phone | 612.871.5900

Fax | 612.871.0017

Web | www.oscs-mn.org

Position Title: Communications Associate (part-time/benefits eligible)

Our Saviour's Community Services (OSCS) provides dignified shelter and housing for single adults, and basic education classes to adult English language learners in the Phillips Community of South Minneapolis. OSCS takes its name from Our Saviour's Lutheran Church, which founded our programs in the early 1980s. In 2004, we became a legally and financially independent nonprofit and are not a religious organization. Find more about OSCS at <http://oscs-mn.org/>

We offer employees the ability to make a meaningful contribution to the community. We offer a flexible, hybrid working environment. We also provide excellent benefits, including: Generous Paid Personal Leave and Extended Illness Leave benefits; Paid Holidays; a choice of Four Medical Plans with 80% Employer contribution toward premiums; Dental and Vision with 50% Employer contribution toward employee premiums; Employer-paid Short and Long Term Disability and Life Insurance; professional development opportunities; voluntary benefit options including HSA; and participation in 403(b) retirement plan after one year, with employer match.

This Role: The Communications Associate is responsible for producing and implementing content that highlights the mission and programs of Our Saviour's Community Services (OSCS). This position is situated within the Development and Communications team and reports to the Development and Communications Manager. Their work raises the visibility of OSCS and its programs, and supports the organization in reaching its annual fundraising goals.

This position is non-exempt, regularly scheduled at *30 hours per week, and reports to the Development and Communications Manager. This position works collaboratively with other members of the Development Team, as well as other Program staff members.

*For applicants seeking 40 hours per week, opportunities may be available to add on consistent, additional hours in another area of the organization.

Position Responsibilities:

Brand and Assets:

- In collaboration with the Development and Communications Manager, define and maintain a consistent voice and visual brand for all OSCS materials.
- Organize, manage, and update OSCS photo and video assets.

Content Planning:

- Work with the Development and Communications team to support the maintenance and implementation of an annual communications calendar.
- Create and maintain a social media content calendar.
- Interact regularly with the Program Directors, Program Managers, Volunteer Coordinators and other appropriate staff members to develop leads and content for agency communications.
- Work with the Development and Communications Manager and Development Associate to help inform strategy and audiences for fundraising campaigns.



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Content Creation:

- Coordinate a monthly internal newsletter, a monthly external e-newsletter, three or more print newsletters each year, and an annual report.
- Produce content for OSCS blog, print newsletters, donor communications, print appeals, and digital campaigns.
- Provide timely content updates for and oversee maintenance of the OSCS website (WordPress).
- Create engaging content for OSCS social media accounts (currently Facebook and YouTube).
- Interview program participants for print and digital communications (including English Learning Center students and Our Saviour's Housing residents).
- Support composition, drafting and editing of internal communications.
- Support community engagement efforts through creation of talking points, media contact lists, presentations, and other materials.

Content Implementation & Evaluation:

- Use donor management software (Bloomerang) to send newsletters, welcome emails, and other mass communications.
- Communicate with external vendors regarding supplies, print projects, and other orders.
- Create a system for evaluating effectiveness and reach of communications efforts.

Community Engagement:

- Respond in an accurate and timely manner to external inquiries via social media, the OSCS website, and general OSCS email inbox.
- Engage with partner organizations on social media.

Other:

- Participate actively in regularly scheduled meetings of the Development Team.
- Provide support for special events and special projects as needed.
- Order business cards, mailing supplies, and staff badges from external vendors.
- Actively participates in building a culture of belonging within OSCS.
- Other duties to be discussed as time permits and the needs of OSCS require.

Experience and Qualification Requirements:

- Proficiency with Google or Microsoft applications.
- Strong communication skills (written and verbal).
- Strong attention to detail.
- Ability to read, understand, and write English.
- Ability to use standard office equipment, including computer, monitor, keyboard and software programs.

Any of the Following Experience is a "Plus":

- 1+ years of relevant work experience, preferably in a role related to communications or fundraising.



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- Knowledge of and commitment to community centric fundraising practices and asset based communications.
- Familiarity with donor database systems, such as Bloomerang.
- Familiarity with one or more email marketing platforms.
- Familiarity with Canva, Animoto, and/or other tools for producing content.
- Prior work and/or volunteer experience related to the mission of OSCS.
- Fluency in Somali, Spanish, Oromo, Pashto, Dari, or another language.
- Experience communicating with English language learners.
- Familiarity with Google ad grants or other digital marketing platforms.
- Experience with photography.
- Experience managing a social media page for an organization.
- Basic understanding of HTML/CSS, and familiarity with a website management system like WordPress.

Job Type: Part-time

Pay: **\$19.00 - \$20.00** per hour

Diversity, Equity & Inclusion:

OSCS is committed to providing a supportive, inclusive work environment. We are an EEO/AA employer and will not discriminate against any applicant or employee because of race, color, creed, religion, ancestry, national origin, gender identity, sexual orientation, disability, age, marital status, or status with regard to public assistance. We acknowledge that experience is gained through a variety of settings and value informal experience in addition to formal education and work history.

Additional Information:

COVID Precautions: OSCS is committed to following federal guidelines and keeping the beneficiaries of its programs and its staff safe. All new employees must provide proof of vaccination or undergo regular testing. All OSCS employees must be masked, when in the presence of other staff, volunteers, or clients, regardless of vaccination status.

Working location: This position will work as a hybrid between our office in Minneapolis and remote work. The Communications Associate may spend most of their time working remotely, once fully trained, if they choose but will be expected to attend on-site trainings, staff meetings, events, and client interviews in person, as social distancing guidelines permit.

HOW TO APPLY: Please email your letter of interest, a work sample, and current resume to hr@oscs-mn.org with the subject line "Communications Associate." This position will remain open until a suitable candidate is hired.