National Wheelchair Basketball Association
Communications Specialist

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<th>Job Information</th>
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<th>Contact Information</th>
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<td><strong>Hiring Manager Name</strong></td>
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<td><strong>Hiring Manager Phone #</strong></td>
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<td><strong>Supervisor Name</strong></td>
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<td><strong>Supervisor Title</strong></td>
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**Job Title**: Communications Specialist

**Organization**: National Wheelchair Basketball Association

**Summary**
The NWBA Communications Specialist will manage and provide content on organizational website and social media outlets. Develop basic design work on marketing and promotional materials for NWBA. Help manage NWBA communication database of electronic and print archives. Create communication materials for distributions to NWBA members.

**Duties & Responsibilities**

1. Develop content for NWBA internal and external communication.

2. Assist with communications for all NWBA National Tournaments, Development Camps, National Team Try Outs & Training Camps, and other NWBA events.

3. Provide customer service to inquiries received and cultivate member relations.

**Minimum Qualifications Required**

**Education:**
- Enrolled in or graduated with a Bachelor degree program.

**Experience:**
- Management of social media account.
- Writing public content on behalf of organization or group.
- Digital content creation and design (video, graphics, logos, etc.).

**Skills:**
- Demonstrate leadership capabilities.
• Knowledge and familiarity of wheelchair basketball or desire to gain knowledge and familiarity of wheelchair basketball.
• Excellent oral and written communication skills.
• Excellent communication and human relations skills.

Tools, Equipment, & Conditions
• Standard office equipment
• Microsoft applications: Word, Excel, PowerPoint, Publisher, Outlook
• Adobe Professional and Illustrator.
• Video editing software.
• Customer Management Software (membership database)
• Proficiency with internet search capabilities and usage telecommunications equipment, fax machine and copier.

Work Location
Colorado Springs, CO – National Office address

Telecommuting May Be Considered

Compensation
5 days and/or 40 hours a week
Paid $13.76 per hour
Paid $20.64 per hour for hours worked over 40 hours a week

Application Process
Please submit cover letter, resume and three professional references to brandonmcbain@nwba.org for full consideration.