



American Samoa Community College
University Center for Excellence in Developmental Disabilities
EMPLOYMENT OPPORTUNITY

Position Title: **Communication Specialist**
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The Communication Specialist, using strategic, creative, and excellent writing skills, will play a key role in branding and delivering messages about UCEDD's various projects.

Job Duties and Responsibilities:

- Collaborate with teams to strategize the messages and content of a campaign that is complimentary to UCEDD's mission and its projects
- Develop UCEDD's newsletters (all formats)
- Update UCEDD's social media platform with current and upcoming activities
- Ensure all electronic communication content complies with Section 508 guidelines and federal compliances
- Ensure branding of grant funded products
- Acquire and maintain detailed knowledge of institution and program policies, procedures, and forms
- Build and maintain relationships with media and external partners
- Support and evaluate results of communication campaigns with team
- Perform other assigned tasks related to communications
- Work with very minimal supervision
- Perform other duties as assigned by State Director

Minimum Qualifications:

- Bachelor's degree
- Two plus years in communication strategy development
- Familiarity with the work of UCEDD and disability community
- Excellent written and verbal communication skills
- Ability to work well under pressure and meet deadlines
- Computer literacy, with capability in email, Microsoft Office and related platforms
- Familiarity with various video, social media, and communication platforms
- Strategic and creative mind
- Meticulous attention to detail

Salary: GS-14/10-13: \$26,847.00 - \$29,577.00 per annum

Applicants will be asked to provide a portfolio of proof of work in various media platforms at the interview.

AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-8606 (fax)

Application Deadline: February 7, 2022 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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