

| Intern Information | |
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| Start Date | ASAP |
| End Date | Negotiable – Preferred Minimum Six Month Contract |

| Contact Information | |
|-------------------------------|--|
| Hiring Manager Name | Brandon McBeain |
| Hiring Manager Email | brandonmcbeain@nwba.org |
| Hiring Manager Phone # | (719) 266-4082 ext. 108 |
| Supervisor Name | Brandon McBeain |
| Supervisor Title | Director of Membership Services & Programs |

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, writing samples/portfolio, and three professional references to brandonmcbeain@nwba.org for full consideration.