

SEIU LOCAL 1107

Position: Communications Specialist (Full-Time)

Location: Las Vegas, Nevada

Who We Are:

SEIU Local 1107, the largest healthcare union in Nevada, represents nearly 19,000 workers from the public and private sectors; including Clark County, hospitals, and home care. We are part of SEIU, one of the largest unions in the country. United together, we are taking on corporate power and helping build a wider movement for economic, racial, immigrant, and environmental justice.

Role

The Communications Specialist will play a vital role in building a powerful program focused on effective, engaging communications strategies that:

- Informs and mobilizes SEIU Local 1107 members.
- Amplifies the valuable work of our members to the public through digital and traditional media channels.
- Positions SEIU Nevada as a leading voice and authority on economic, racial, immigrant, and environmental justice issues in our communities.

The Communications Specialist will primarily focus on delivering timely, frequent publications and digital content to SEIU Nevada members and member leaders, community allies, and elected officials. The position helps develop, manage, and extend a consistent brand for the organization through all work products.

Duties and Responsibilities

- Under the supervision of the Chief of Staff, the Communications Specialist will work with organizing staff to execute communications strategies to build membership and advance key campaigns.
- When needed, participate in campaign strategy and planning meetings with the Communications Director and other union leadership.
- Writing and editing content for member communications.
- Producing publications in-house and working with graphic designers and commercial printers.
- Produce/maintain content for union website(s) and social media accounts.
- Tell compelling stories through traditional and new media channels.
- Regularly distribute content via mass email, SMS/MMS, and print.
- Assist with concept design of graphics, signage, and slogans.
- Assist in event production, staging, and scheduling. Assist in photo and video production, when needed at events.
- Assist in writing fact sheets, talking points, press releases, and media outreach.
- Assist in conducting interviews and writing member testimonials.
- Assist in collecting news clips and media reports after press events. Assist in maintaining the media contact database.
- Performs other communications tasks, duties, and projects as required to support the goals and mission of the Union.

Skills and Qualifications

- Excellent written and verbal communication skills. Demonstrated design, and visual/graphic skills. Competence in proofreading and editing.
- Video production and photo editing experience strongly preferred
- Skilled at content creation with the ability to develop, curate, and manage engaging content across various social media platforms to enhance brand visibility and audience engagement.

- Photography and Adobe Photoshop/Canva knowledge strongly preferred.
- Ability to monitor social media performance metrics, analyze data to assess effectiveness, and prepare regular reports to inform strategy adjustments and drive growth.
- Ability to frame issues for diverse audiences.
- Proficiency with computer programs including Microsoft Office Suite (Word, Excel, PowerPoint, Publisher); familiarity with Adobe Creative Suite; ability to be trained as needed on additional software.
- Website management experience and ability to and/or experience using mass email and text message broadcasting platforms.
- Language proficiency in English, Spanish, and Tagalog is highly preferred.
- Experience using NGP VAN and Every Action or Email marketing platform/ CRM preferred.
- Ability to meet tight deadlines and manage conflicting priorities.
- Must have the ability to take initiative and work independently; ability to collaboratively work with leaders, members, and staff in complex and sometimes sensitive political situations, always exercising a high level of professionalism.
- Strong commitment to the mission of SEIU Local 1107 and progressive social and economic justice.

Requirements

- The Communications Specialist will work at the SEIU Local 1107 Las Vegas union office.
- Bachelor's Degree in Communications, Political Science, Public Policy, or related discipline.
- Have at least 2 years of experience working in communications for a Union, progressive political campaign, or non-profit organization.
- Union organizer experience preferred but not required.

Typical Working Conditions

- Regularly operate a computer, cell phone, and other general office equipment.
- Stand, walk, and sit for hours at a time.
- Flexibility to work long and irregular hours, including evenings and weekends; ability to travel as needed.

Salary and Benefits

This is a full-time, salaried, overtime-exempt position. SEIU Local 1107 offers a generous benefits package including medical, dental, vision, and defined benefit pension plans, and generous holiday and vacation policies.

To Apply

Please send a cover letter, resume (PDF format), and two relevant work samples (designed flyer, press release/news article, digital ads/posts) to Rtoney@seiuunv.org with "Communications Specialist" in the Subject.

No phone calls, please.

AFFIRMATIVE ACTION EMPLOYER

SEIU Nevada Local 1107 is an affirmative action employer and encourages applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion, or disability.