JOB TITLE/POSITION: Communications Manager
REPORTS TO: Executive Director
SALARY RANGE: $19 - 20/hr
JOB TYPE: This is a full-time position: M-F 8:30 - 4:30

VAS: Volunteers Assisting Seniors: Using a network of trained, certified volunteers, VAS provides free, unbiased education and counseling to seniors in Omaha and surrounding communities. VAS currently offers Medicare counseling and education, and Homestead Exemption application assistance.

OUR MISSION: Empowering seniors with the knowledge and confidence to make informed decisions about their benefits.

JOB DESCRIPTION SUMMARY
The successful candidate will be a self starter with excellent written and verbal communication skills, who can work independently. This position requires strong problem-solving skills and excellent attention to detail. Must be professional, friendly, dependable, and empathetic to the needs of seniors.

POSITION QUALIFICATIONS
Minimum Requirements:

- High school diploma or equivalent.
- Excellent oral and written communication skills.
- Proficient with Microsoft Word, Excel, Google Docs and other commonly used software.
- Internet skills, including use of e-mail programs and group messaging.
- Proficient with social media platform management
- Organizational skills and record keeping (attention to detail is critical).

Preferred Qualifications:

- Associates or Bachelors Degree
- Experience with Medicare, ACA and/or other health insurance
- Previous experience in an office setting

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

- Managing social media platforms, the VAS website, and monthly VAS newsletter
- Manage online platforms, including: Customer Relationship Management software, Canva, Vistaprint, Google, MS365
- Build positive relationships and provide timely communications with volunteers, partners, clients
- Off site event coordination and management
- Administrative support and calendar management
- Design and maintain print materials and “swag”
- Provide in-house technical support
- Engage in other duties as assigned

Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Application deadline
Position will remain open until filled.

To Apply:

Please send your cover letter and resume to: director@vas-nebraska.org with “Communications Manager” in the subject line, or mail to:

Volunteers Assisting Seniors
Attn: Executive Director
900 S. 74th Plaza, Suite 403
Omaha, NE 68114
Please, no phone calls.

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