



Communications Manager

Overview

The National Association for State Community Services Programs (NASCSPP) is the sole national association charged with advocating and enhancing the leadership role of States in the administration of the Community Services Block Grant (CSBG) and Weatherization Assistance Program (WAP). NASCSPP's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCSPP informs its members, the federal government, and other interested parties about issues related to CSBG and WAP through its publications and training. For more information, please visit www.nascsp.org.

Position Description

The Communications Manager will be responsible for advancing all of NASCSPP's communications efforts. They will spearhead the creation, development, and implementation of an internal communication plan focused on written communications, digital content, social media, and web-based strategies that clearly articulate NASCSPP's work. Working at the direction of the Executive Director, they will be responsible for formulating and implementing a communications strategic plan, and supporting and coordinating programmatic, membership, and conference communications efforts.

Essential Duties and Responsibilities:

- Support CSBG, WAP, and Research Teams in the design, implementation, and distribution of projects and publications, such as Community Action Month, Weatherization Day, fact sheets, and annual reports.
- Support CSBG and WAP Teams in the design and publication of weekly and biweekly newsletters; update and manage relevant distribution lists.
- Serve as primary manager of NASCSPP's website.
- Develop an internal communications strategic plan that covers a wide range of communications platforms, including written, digital, website, and social media.
- Collaborate with the Directors of Member Services and Training and Technical Assistance (TTA) to develop materials for NASCSPP membership and conferences and engage key NASCSPP stakeholders.
- Ensure NASCSPP's forward-facing communications (e.g., publications, social media, and website) comply with federal Section 508 requirements for accessibility.
- Research and develop up-to-date and innovative communications tools, strategies, and online learning opportunities.
- Collaborate with the Director of Training and Technical Assistance to develop TTA marketing materials (e.g., brochures, email campaigns, and website postings) that align with NASCSPP's communications strategy.
- Other duties as assigned.

Qualifications:

The Communications Manager will be thoroughly committed to NASCSPP's mission and will have and/or exhibit several of the following qualifications:

- A bachelor's degree or higher (commensurate experience may be considered in lieu of degree).
- Meticulous attention to detail is required.
- Excellent written and verbal communication skills also are required.
- Experience managing websites using WordPress or similar platforms is strongly preferred.
- Creative and innovative approaches to disseminating information to various audiences.



- Experience working in the Community Action Network, with the Community Service Block Grant, Weatherization Assistance Program, and/or anti-poverty initiatives is a strong plus.
- Previous experience with developing and/or implementing strategic communication plans is a plus.
- Passion, idealism, integrity, a positive attitude, and will be mission-driven and self-directed.
- Willingness to travel up to 15 percent.
- Successful Communications Managers are persuasive and passionate communicators with excellent interpersonal and multidisciplinary project skills; they also will have experience working in fast-paced environments and juggling multiple priorities.

Salary: The salary range is \$65,000-70,000, based on experience.

This position is fully remote. Applicants must reside within the United States and eligible to work without sponsorship.

Benefits: Medical, Dental, Vision Insurance, Life, AD&D & Long-term Disability Insurance, Sick and Annual Leave, Paid Holidays, Simple IRA Retirement Plan, optional FSA and legal benefits program.

How to Apply - Applications are accepted through Friday, May 23, 2025.

Interested parties should send their cover letter and resume, in one PDF document, to nascspempops@gmail.com. Please also include a relevant writing sample of no more than two pages. Please include in subject line, Communications Manager – [last name].

NASCSP promotes equal opportunity and welcomes qualified applicants of all backgrounds and experiences. NASCSP does not discriminate on the basis of age, race, religion, sex, sexual orientation, gender identity or expression, political affiliation, disability, military or veteran status, or any status in any group protected by state or local laws. Reasonable accommodations may be made for individuals with disabilities. If reasonable accommodation is required to participate in the job application or hiring process, please contact mcousins@nascsp.org.