

Senior Communications Specialist

Job Title: Senior Communications Specialist

Status: Non-Exempt, 30 Hours per Week

Reports To: Director of Operations

Supervises: Communications Specialists

Pay Rate: \$26-\$29 per Hour

Work Location

This is a **hybrid position**, with most work performed remotely. Candidates must be available to attend occasional in-person meetings, community events, outreach activities, and organizational functions throughout Riverside and San Bernardino Counties.

Preference will be given to candidates who reside in Riverside or San Bernardino County because of the local nature of community engagement, event support, relationship building, and organizational activities.

You could also add a qualification bullet:

- **Residence within Riverside or San Bernardino County is preferred.**
- Ability to travel throughout Riverside and San Bernardino Counties for meetings, events, and community engagement activities as needed.

Position Summary

The Autism Society Inland Empire creates connections, empowering everyone in the Autism community with the resources needed to live fully. Through advocacy, education, support, and community engagement, the organization works to improve quality of life and create a more inclusive world for individuals with Autism and their families.

The Senior Communications Specialist serves as the organization's senior communications lead, overseeing day-to-day communications operations, supervising Communications Specialists, coordinating multi-channel communications campaigns, and maintaining brand consistency across all organizational communications.

Working closely with the Director of Operations, this position helps drive visibility, engagement, fundraising, program participation, and community awareness through strategic storytelling, high-quality content development, effective project management, and strong cross-department collaboration. The Senior Communications Specialist

ensures communications projects are completed accurately, on schedule, and in alignment with Autism Society Inland Empire standards and priorities.

Essential Duties & Responsibilities

Strategic Communications, Campaign Execution and Analytics (25%)

Plans, coordinates, and executes integrated communications campaigns that support fundraising initiatives, community programs, special events, advocacy efforts, donor stewardship, sponsor recognition, volunteer engagement, and community outreach.

Content Development & Storytelling (25%)

Develops, writes, edits, and coordinates content across multiple platforms, including social media, email marketing, newsletters, presentations, websites, resource guides, event materials, impact reports, and promotional communications. Identifies and elevates stories that demonstrate organizational impact and community outcomes.

Communications Leadership & Project Management (25%)

Provides day-to-day leadership for the Communications Department, including assigning work, establishing priorities, monitoring project progress, reviewing deliverables, resolving workflow challenges, and ensuring projects are completed on time and according to organizational standards. Provides onboarding, training, coaching, mentorship, and ongoing support to Communications Specialists. Establishes clear expectations, promotes accountability, and supports professional growth while fostering a collaborative and positive work environment.

Brand Stewardship & Quality Assurance (10%)

Maintains organizational brand standards and reviews communications materials for quality, accuracy, accessibility, consistency, grammar, formatting, and alignment with organizational messaging.

Systems, Processes & SOP Management (5%)

Maintains communications workflows, project tracking systems, content calendars, and department Standard Operating Procedures. Identifies opportunities to improve efficiency, consistency, and communication effectiveness across the organization.

Cross-Department Collaboration (5%)

Works collaboratively with program, development, operations, and leadership staff to gather content, success stories, impact data, photos, testimonials, and program updates that strengthen organizational communications.

Meetings, Events & Other Duties (5%)

Participates in required meetings, trainings, organizational events, and performs other duties as assigned.

Position Outcomes

Success in this position is demonstrated by:

- Communications projects and campaigns are delivered accurately and on schedule.
- Brand standards are consistently maintained across all communications channels.
- Audience engagement, reach, and awareness continue to grow across digital and community platforms.
- Communications efforts support increased participation in programs, events, advocacy initiatives, and fundraising activities.
- Communication systems, workflows, and processes operate efficiently and support organizational goals.
- Communications staff demonstrate accountability, professional growth, and consistent quality standards.
- Organizational impact stories, resources, and key messages effectively communicate the mission and value of the Autism Society Inland Empire.

Minimum Qualifications

- Three (3) or more years of experience in communications, marketing, public relations, nonprofit communications, or a related field.
- Previous experience supervising and leading projects, coordinating workflows, or supervising staff preferred.
- Strong writing, editing, proofreading, and verbal communication skills.
- Experience planning and executing multi-channel communications campaigns.
- Demonstrated ability to manage multiple priorities and deadlines in a fast-paced environment.
- Strong organizational, project management, and problem-solving skills.
- Experience reviewing communications materials for quality, consistency, and brand alignment.

- Proficiency with Microsoft 365, Canva, email marketing platforms, social media management tools, website content management systems, project management software, and AI-assisted content creation tools.
- Experience using communications analytics and engagement data to inform decisions and improve results.
- Commitment to the mission and values of the Autism Society Inland Empire.

Core Competencies

- Strategic Communications
- Content Development & Storytelling
- Leadership & Team Development
- Project & Campaign Management
- Brand Management
- Digital Marketing & Audience Engagement
- Communications Analytics
- Collaboration & Relationship Building
- Organizational Planning
- Initiative, Accountability & Follow-Through

Physical Requirements

- Frequently speak, listen, and communicate with staff, volunteers, donors, community partners, and families.
- Regular sitting and computer work for extended periods.
- Ability to travel locally to meetings and events as needed.
- Occasional lifting and carrying of supplies and materials up to 25 pounds.
- Occasional evening and weekend work to support events, campaigns, or organizational activities.

Exposure Category

CATEGORY II: Tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category I tasks involving exposure to blood, body fluids, or tissues.