HUMAN SERVICES AGENCY
OFFICE OF STRATEGY MANAGEMENT

Qualifications:
- Excellent verbal and written communication skills
- Writing and copyediting experience
- Ability to prioritize tasks and meet deadlines
- Ability to problem-solve
- Highly organized and detail-oriented
- Positive attitude and team-player
- General knowledge of marketing and communications strategies
- Proficiency with AP writing style, social media and web content management
- Proficiency in Microsoft Word, Outlook, and Excel
- Photography and videography experience preferred
- Experience with Canva, Adobe Photoshop, InDesign, Premiere Pro and Acrobat preferred
- Fluent in verbal and written Spanish preferred

Responsibilities:
- Assist with development and implementation of effective communication outreach that aligns with HSA's organizational goals and values
- Provide communications support for HSA programs and events
- Assist with preparation of communications deliverables, including printed flyers and digital graphics
- Assist with creating engaging content for various channels, including social media, websites and newsletters
- Assist with updating of printed materials, website, and internal documents
- Provide photography and videography support, including editing photos and videos
- Analyze effectiveness of communications strategies
- Perform other duties as assigned

This position is eligible to work a hybrid schedule. The employee may report to the HSA headquarters in Ventura a set number of hours per week, with the option to work remotely for the remaining hours.