



New Chapter COACHING

Job Title: Strategic Communication Specialist

Location: Columbia, Missouri

Commitment: Part Time (10-15 hours/weekly)

Reports to: Director of Capacity Building

Start Date: May 18, 2026

About Us

New Chapter Coaching is an award-winning, full-service nonprofit consultancy serving nonprofits across the country. At New Chapter Coaching, we believe that when our nonprofit organizations thrive, our communities thrive. That's why we've dedicated ourselves to leveraging our strengths to help nonprofits and other social change organizations achieve their goals. Our leadership and organizational development services – coaching, training, and consulting – help nonprofits to make a difference – to improve the quality of lives and communities across Missouri and beyond; that, we think, is a pretty great reason to get out of bed every morning.

New Chapter Coaching is a woman - and LGBTQ+ - owned business centrally located in Columbia. We are well respected in our field and sector and active in our community including winning awards for philanthropy and community service.

At this time, we're looking for a communications professional to join our team. If you share a passion for serving others and want to be a part of our smart, high-energy, and dedicated team of professionals, read on!

Strategic Communication Specialist Overview

We are seeking a creative and self-motivated Strategic Communication Specialist to support our communications and marketing efforts. This role is ideal for someone who is passionate about social impact, enjoys creating engaging content, and thrives both independently and as part of a collaborative team.

Our Strategic Communications Specialist plays a key role in producing and managing our weekly newsletters, enhancing our social media presence, developing marketing materials, and supporting brand visibility across platforms.

Other Key Responsibilities Include:

- Draft, design, and schedule weekly *Make it Happen* newsletters using HighLevel
- Maintain and grow our social media presence through creative and strategic content
- Design digital and print marketing materials using Canva
- Assist in developing and implementing communication strategies and marketing plan to promote core programs and services while increasing engagement and reach
- Write clear, compelling copy for social media posts
- Monitor analytics to help optimize content performance and engagement, including regular audits of website in Wordpress
- Maintain content calendars and support project timelines
- Collaborate with staff to identify stories, events, and initiatives to promote
- Perform light administrative tasks related to communication (e.g., contact list management, content tracking)

Required Skills

- Passion for nonprofit work and social impact
- Familiarity with basic branding and messaging strategy
- Experience with Canva and WordPress (either professional or academic)
- Knowledge of social media platforms (e.g., Instagram, Facebook, LinkedIn, etc.)
- Strong writing, editing, and storytelling skills
- Ability to work independently and manage multiple deadlines
- Creative thinker with a keen eye for design and detail
- Comfortable using or learning digital tools and platforms
- Dependability
- Ability to handle client and business information in a confidential manner

Preferred Qualifications

- Preference will be given to applicants pursuing an undergraduate degree
- Cumulative 3.0 GPA or higher
- Experience in nonprofit or mission-driven communications
- Working knowledge of Microsoft Office suite including Word, PowerPoint and Excel, and Google Workspace

Preferred Personal Attitude/Qualities

- Commitment to continuous learning and professional development
- Positive attitude
- High-energy

What We Offer

- Hourly wage: \$18 per hour paid bi-weekly
- Flexible hours/work schedule
- Dedicated office space
- Hands-on experience in strategic nonprofit communications
- Mentorship and professional development opportunities
- A collaborative, supportive, and impact-focused work environment
- Inclusion in weekly team meetings and semi-annual staff retreats

How to Apply

To apply, please email the following materials to anne@newchaptercoach.com with the subject line: *"Strategic Communication Specialist Application – [Your Full Name]"*

Please include:

- Your resume (PDF format preferred)
- A brief cover letter or email introduction explaining your interest in the role and how your experience aligns with our mission
- Portfolio or samples of relevant work (can be links or attachments) – this might include social media posts, newsletters, Canva designs, writing samples, etc.
- Three references, preferably professional but will also accept academic

Application Deadline: March 1, 2026

We will begin reviewing applications on a rolling basis. Early applications are encouraged.