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Registration Information

Order No.	3982029
Agency Name	Greater Waco Legal Services
Job Title	Partner for Communications and Community Partnerships
Job Description (including hours and responsibilities)	<p>Greater Waco Legal Services (GWLS) is excited to announce the job opening for our Partner for Communications and Community Partnerships (PCCP). The ideal candidate will provide creative and collaborative leadership through management of communications and community partnerships that furthers the GWLS mission of providing affordable legal services, holistic advocacy, and community-driven problem-solving so that all members of our community have equal access to justice. The PCCP will join the other Staff Partners in our growing non-profit law firm in a 30-40 hr/wk position depending on individual circumstances and organizational fit, with some remote work optional. DUTIES AND RESPONSIBILITIES: The Partner for Communications and Community Partnerships will • Lead creative, effective, and mission-advancing internal and external communications and marketing; • Manage community partnerships, with a particular focus on the Medical-Legal Partnership; • Track and evaluate effectiveness of communications, marketing, and partnership efforts, including data collection, outcomes tracking, and process evaluation, with a particular emphasis on clearly communicating GWLS impact; • Maintain the GWLS website and advance the GWLS story on social media platforms; • Build awareness and understanding among community partners and ensure easy access to GWLS services; • Create digital and printed promotional materials that will educate and engage the community; • Serve as liaison between GWLS and media outlets; • “Serve as liaison” between community partners and potential clients and GWLS...Monitor, and adapt as needed, user-friendly application, referral, follow-up, and follow-through processes and systems and assist applicants/referrals/partners as they navigate the GWLS processes and systems; • Work with the Executive Director and Board to guide and participate in communications-related public relations activities, donor stewardship and outreach, and oversight of GWLS fund development efforts; and • Fulfill other duties as needed. SALARY/WAGES/BENEFITS: Starting at \$45,000, with increased compensation based on relevant experience and average hours/week. Potential yearly performance-based bonuses and advancement within</p>

	the organization. Health, dental, and vision insurance benefits offered. GWLS provides qualifying employment for Public Service Loan Forgiveness & Income-Based Repayment programs. TO APPLY: Send your resume with an email expressing your interest in the position to Kent McKeever, Managing Attorney Partner, at kent@greaterwacolegalservices.org
Job Location	Waco, Texas
Salary Range	\$45,000+
Qualifications	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Bachelor's or Master's degree in communications, public relations, business, marketing, social work, or any related field, or commensurate experience in these fields, preferably with non-profit organizations • High level of integrity and commitment to enhancing the mission, vision, and culture of GWLS • Teachable attitude regarding the history, culture, and objectives of GWLS, our clients and community • Commitment to steadfast, progressive work for equity, justice, and inclusion • Creative, collaborative, and innovative mindset • Person-centered, holistic care approach to clients and community • Ability to serve as part of an interdisciplinary team and with shared job responsibilities • Proficiency using software programs, social media, HTML/web design, email systems • Demonstrated ability to use media channels effectively to deliver marketing content • Highly efficient organizational, project management, and planning skills, as reflected in the abilities to prioritize multiple simultaneous tasks, meet deadlines, and produce timely, accurate, and quality results • Excellent written & verbal communications, bilingual (English/Spanish) ability is preferred
Application Contact Name	Kent McKeever
Phone	254-733-2828, ext. 701
Email	kent@greaterwacolegalservices.org
Application will be accepted until (closing date):	Position filled

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