



**Position:** Communications Contractor

**Classification:** Independent Contractor (1099)

**Contract Term:** October 2025 - June 2026; possibility of continuation based on budget

**Pay:** \$7,200 paid in monthly installments based on hours worked (\$30/hour for 5-6 hours/week average)

**Summary:** Compass Center seeks a communications contractor to support our communications and marketing efforts across digital and print platforms. This role includes content creation, campaign support, and strategy development to help amplify our mission and connect with local communities.

**Work Conditions:** Primarily remote, with occasional in-person meetings/event support in the Chapel Hill area

### Essential Responsibilities

- Create and schedule engaging content for social media platforms (Facebook, Instagram, LinkedIn, etc) to highlight Compass Center's mission, services, events, and campaigns
- Draft and distribute a bimonthly newsletter and assist with newsletter platform management
- Refresh website content as needed ([wix.com](https://wix.com) platform currently)
- Assist in drafting press releases and other public outreach as needed
- Design flyers, brochures, and other print collateral for programs and fundraising initiatives
- Respond to non-urgent emails from the Communications inbox on a weekly basis
- Contribute to the planning and development of communications materials for major events such as Domestic Violence Awareness Month and annual giving campaigns
- Attend occasional meetings with staff related to communications planning

### Qualifications

#### Required:

- Strong writing and editing skills
- Experience using Canva, Google Workspace, and popular social media platforms
- Cultural humility and sensitivity in communications related to domestic violence

#### Preferred:

- Familiarity with best practices for creating accessible communications and marketing materials (font readability, literacy level, accessible color schemes, etc)

**Note:** This role requires original, human-created content that reflects our mission, programs, and the voices of those we serve. Contractors may use AI tools to support brainstorming, editing, or research, but deliverables must be original and not AI-generated.

**To apply:** send a brief interest email and resume to [employment@compassctr.org](mailto:employment@compassctr.org) and include Communications Contractor in the subject line. No phone calls please.