



Citizens for Nuclear Technology Awareness  
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[www.cntaware.org](http://www.cntaware.org)

## **Job Posting: CNTA Communications and Marketing Coordinator**

**Posted June 11, 2024**

### **Job Description:**

Citizens for Nuclear Technology Awareness (CNTA) is seeking a part-time communications and marketing person to oversee our virtual and marketing presence. This part-time, temporary position is currently funded through a NuWaDi (Nuclear Waste Dialogue) Consortium grant and would be up to 10 hours a week.

The grant project summary is: CNTA plans to build the organization's capacity to facilitate and participate in community conversations surrounding nuclear waste and consent-based siting while investigating how terminology used impacts public opinion. The full implementation grant would build off this start an utilize our resources and network to have informed conversations on what the public would want to know, what their concerns would be, and whether certain approaches to the terminology result in more positive responses from the public.

The communications and marketing person would be a vital part of this project and would coordinate with the project director on grant needs while answering to the Executive Director for all other CNTA needs.

### **Responsibilities:**

- Oversee CNTA's social media. Creating original content and sharing partner groups news.
- Assist the communications committee in updating CNTA's website.
- Help coordinate CNTA's events. From marketing and communicating the events to members and the public, to assisting with event registration, to day-of logistics (if possible).
- Coordinate with CNTA's web security and IT personnel to oversee CNTA's virtual presence (including our Cloud network).

### **Qualifications & Skills:**

- Experience with updating website utilizing WordPress platform.
- Knowledge of plug-ins, themes, and security for the WordPress websites.
- Understands details of social media platforms and YouTube and knows how operate a business's pages.
- Experience making flyers and promoting community events.
- Knowledgeable about best practices in marketing events and non-profit organizations.
- Able to clearly communicate needs with IT and security experts.
- Knowledgeable on cloud-based aps and data storage.
- Self-motivated and able to manage multiple tasks simultaneously.



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**Salary & Benefits:**

The planning grant funds this position until August 2024. A funded implementation grant would continue this position for approximately another year (anticipated end date of August 29, 2025).

The salary is \$20/hour for up to 10 hours a week. Pay is processed monthly.

The hours of work and the location of work are flexible.

As this is a part-time position, CNTA will not offer any benefits.

**How to Apply:**

Applications should include a cover letter & resume and can be emailed to [executivedirector@cntaware.org](mailto:executivedirector@cntaware.org)

Applications will be reviewed starting June 21, 2024 and will continue until the position is filled.

Contact CNTA at [office@cntaware.org](mailto:office@cntaware.org) with questions.