

**Job Title:** Communications Specialist

**Job Location:** Las Vegas, Nevada – Day-to-day is mostly remote (for now), in-person weekly for meetings, events, and other assignments

**Employment Type:** Paid, full-time internship, \$3,000 a month, \$39,000 annually

**Accountable to:** Director of Communications and Digital Strategy

**Start Date:** Immediately

**Education:** Bachelor's Degree preferred

The 60,000-member Culinary Workers Union Local 226 is seeking a Communications Specialist to assist with the development of member communications in Las Vegas. As a Communications Specialist with the Culinary Union, you will be part of a team that has won a strong standard of living for hospitality workers through strategic organizing and innovative comprehensive campaigns.

The Culinary Union has improved the lives of hundreds of thousands of Nevada hospitality workers and their families with union wages and comprehensive benefits. In eight decades, the Culinary Union has become an essential economic institution and a strong political force in the Battle Born State.

The Culinary Union is part of UNITE HERE, a dynamic union which represents over 300,000 workers in gaming, hotel, and food service industries in the U.S. and Canada.

The Culinary Union is a national leader in organizing and representing hospitality workers in the gaming industry. Culinary Union members work as housekeepers, cooks, cocktail servers, kitchen workers, servers, and bellmen in the casino resorts on the Las Vegas Strip and Downtown Las Vegas. Over the past three decades, the Union has tripled its membership from 18,000 in 1987 to over 60,000 today.

**Position details:**

- This internship position is eligible for free coverage under the Culinary Union's unrivaled health plan, a pension, and other excellent benefits after 4 months.
- The intern will be paid a stipend of \$3,000 a month (\$1,500 bi-weekly) via direct deposit.
- Full time salary internship.

**Primary responsibilities (include, but are not limited to):**

- Write articles for and help prepare the monthly digital newsletter.
- Assist with creating weekly content such as writing member profiles, Tweets, and blog posts to be used online and in social media.
- Understand and create member communications regarding the Culinary Union's benefit plans and programs.
- Design and make leaflets, memes, fliers, graphics, etc and assist with other campaign creative/graphic design as directed.
- Work with Director of Communications to ensure that all internal communication is consistent and reflects the Culinary Union's strategic vision, voice, and branding.
- Photograph Culinary Union events with a DSLR, shoot and edit video, archive events as part of the Culinary Union's 86-year history.
- Support organizing by implementing communication's programs that educate, inform, and bring members up a ladder of digital engagement.
- Work in collaboration with other departments during campaigns, contract negotiations, COVID-19

support, elections, and other organizing goals.

**Qualifications:**

- Excellent verbal and written communication skills.
- Ability to develop effective educational and advocacy materials.
- Proficient in Microsoft Word/Publisher/Powerpoint/Excel.
- Must be detail-oriented, resourceful, take initiative and have a demonstrated ability to successfully manage multiple projects on several deadlines.
- Excellent organizational and time management skills.
- Strong interpersonal skills.
- Demonstrated commitment to racial and social justice.
- Fluent in English.
- Strong understanding of social media platforms such as Facebook, Twitter, and Instagram and how to create regular content that adapts to each individual platform.

**Preferences:**

- Bachelor's degree in English, Journalism, or Mass Communications.
- Prior work experience and knowledge of unions, with the labor movement, or other grassroots advocacy campaigns.
- Fluency in Spanish, Tagalog, Amharic, or Mandarin.
- Experience using Adobe Illustrator/InDesign/Photoshop, Canva, Asana, Slack, Zoom.
- Experience with creative media production in one or more of the following areas: web development, graphic design, photography or video production/editing.

**To apply:**

1) Review the following website and social media accounts for the Culinary Union:

[www.CulinaryUnion226.org](http://www.CulinaryUnion226.org)

[www.Twitter.com/Culinary226](https://www.Twitter.com/Culinary226)

[www.Facebook.com/Culinary226](https://www.Facebook.com/Culinary226)

[www.Instagram.com/Culinary226](https://www.Instagram.com/Culinary226)

[www.Youtube.com/CulinaryUnion](https://www.Youtube.com/CulinaryUnion)

2) Send resume, a letter of application, two writing samples, a video that you have edited (if applicable), and two creative pieces that you have designed such a flyer or infographic to:

[online@culinaryunion226.org](mailto:online@culinaryunion226.org)

Applications will be reviewed until the position is filled.

The Culinary Union is an Equal Opportunity Employer.

*For more information about the Culinary Union, go to [www.CulinaryUnion.org](http://www.CulinaryUnion.org)*