



**American Samoa Community College**  
***University Center for Excellence in Developmental Disabilities***  
**IN-HOUSE EMPLOYMENT OPPORTUNITY**

**Position Title:**                      **Communications Manager**  
**Employment Status:**              Full Time 12 months (Career Service)

**General Description:**

The University Center for Excellence in Developmental Disabilities (UCEDD) uses the Human Security Framework to address all aspects of life such as health, education, early intervention, transportation, housing, employment, child care, recreation, and emergency preparedness/management that result in systems change, advocacy, and capacity building. The Communication Manager will be responsible for overseeing communications activities across various grant projects under UCEDD.

**Responsibilities and Duties:**

- Oversee internal and external communications for various projects, ensuring message are consistent, engaging, and factual
- Manage various communications project budgets
- Plan and manage the design, content, and production of all UCEDD materials
- Develop products such as newsletters, website content, branding, marketing, social media postings and various products
- Engage in various project meetings, webinars, and trainings
- Manage grants with financial activities
- Work collaboratively with coworkers, colleagues, and partners
- Report directly to State Directors/Projects Directors

**Minimum Qualifications:**

- Bachelor degree
- 5 years of direct experience
- Familiarity with Section 508 and ADA compliance
- Project and time management skills
- Excellent organizational and planning skills
- Must be creative
- Computer graphic skills
- Excellent writing skills
- Sample work may be requested

**Preferred Qualification:**

- Master's degree

**Salary Range:** GS-12/06-10: \$35,412.00 - \$39,572.00 per annum

**Application Deadline:** July 3<sup>rd</sup>, 2023 no later than 4:00pm

**AMERICAN SAMOA COMMUNITY COLLEGE**  
P.O. Box 2609, Pago Pago, American Samoa 96799  
(684) 699-9155 • (684) 699-8606 (fax)

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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