Community and Economic Development Associates Position Description:

Communications Specialist

Community and Economic Development Associates (CEDA) seeks an individual to fill the position of Communications Specialist.

Interested, qualified individuals may submit resume and cover letter to teri.root@cedausa.com - Open to both Internal and External applicants simultaneously. Due Date: 11/13/2026, late applications will not be considered.

About the Organization--- CEDA was created in 1986 as a 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides on site and/or project based economic and community development services to rural communities and counties in Minnesota, Iowa and Wisconsin currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

Position--- Communications Specialist, with the possibility of moving to a management position once probationary period is completed

Number of Openings--- 1

Full-Time/Part-Time--- 1 Part-time

Location--- Remote, with limited travel within the CEDA territory required.

Salary Range— $50,000 - $75,000 DOQ, pro-rated to reflect hours worked per week

Hours--- This role within CEDA is up to 16 hours per week, with the option of additional hours to achieve full-time status within a CEDA community or other contract work

Benefits--- Vacation, Health Insurance, Life Insurance, SIMPLE IRA, HSA, Long-term Disability, AD & D, Sick Leave, 8 Paid Holidays (must be employed at a Full-time status to qualify for available benefits)

Position Description--- This position will be responsible for assisting all CEDA team members with the creation of all communications materials, supporting team members in creating quality content and managing the CEDA Brand. Responsibilities could include (but are not limited to):

- Managing all aspects of communications materials.
  - Designing, developing and distribution of monthly CEDA Newsletter
  - Designing, developing and distribution of monthly internal CEDA
  - Designing, developing and distributing all CEDA collateral material, including but not limited to: brochures, signage, one-pagers, slide decks, and posters
  - Developing content strategy and creation for all CEDA associated Social Media platforms and managing their success
  - Designing, developing and distribution of CEDA's Annual Report for team members, board members and stakeholders of CEDA
  - Coordinate and execute CEDA's marketing and communications plan
  - Maintain an organization-wide communications and marketing calendar to coordinate priorities, deadlines and campaigns.
  - Track marketing and communications efforts, including email, website, social media, and newsletter and use the results to improve efforts.

- Manage and update CEDA website; ensuring content is accurate, current and easy to navigate.
- Develop and maintain a library of photos, graphics, templates and other digital assets.
- Identify creative ways to tell CEDA's story and highlight our communities, programs and impact across rural America.

- Support team members in creating quality content for their communities.
  - Reviewing and improving materials, such as: reports, presentations, and collateral materials
  - Work with Regional Managers to develop materials, make presentations and other duties to attract new CEDA communities
  - Work with the Communications Committee representing each CEDA region to ensure streamlined communication efforts across all CEDA regions
  - Work with CEDA staff to turn program information and ideas into clear and engaging communications

- Managing and developing the CEDA Brand
  - Develop style guides and base materials for CEDA's business development
  - Provide training and oversight for team members as they represent the CEDA brand
  - Occasional brand updates and refreshes of materials
  - Maintaining and updating of CEDA website; including: employee head shots, bio's, and all other updates.

The Communications Specialist will report directly to the CEDA President/CEO, with direct oversight from the CEDA Human Resources Manager.

Qualifications—CEDA is looking for a team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does. The ideal candidates should be self-motivated, possess high business morals, have excellent oral/written communication skills, and be energetic, results-oriented, and able to develop productive relationships. Qualified applicants should have applicable experience or a degree in community/economic development, public administration, business administration, marketing, management, or another relevant field.

Applicants must have a valid driver's license and reliable means of transportation.

Community and Economic Development Associates (CEDA) is an Equal Opportunity Employer committed to creating a diverse workforce. We will not discriminate against any employee or applicant based upon characteristics protected by law. We welcome and encourage people of all life experiences and backgrounds to apply.