



## CAREER OPPORTUNITY

**Job Title:** Communications Associate – Entry Level  
**Reports To:** Managing Director of Communications  
**Department:** Sales & Marketing

## ABOUT WELLS & ASSOCIATES, LLP

Wells & Associates, LLP, is based in Stroudsburg, Pennsylvania, with corporate offices in East Stroudsburg, Pennsylvania. The company began in 2013 and specializes in leisure products that make our free time better, including electronics, camping gadgets, apparel, games, apps, and more. President and CEO is Dr. Holly Wells. Wells & Associates was awarded Best Local Business by the Pocono Bee in 2016 for hiring local college graduates and giving back to the community through service projects and philanthropic giving. Learn more at [www.wellsllp.com](http://www.wellsllp.com).

## Position Overview

The Communications Associate will help direct Wells & Associates' communications and marketing strategy, creating a brand identity and overseeing its long-term implementation. The Associate will also manage W&A's external partnerships in the social entrepreneurship and impact investing ecosystem. The position is full-time, will be based in Stroudsburg, PA, and will report to the Managing Director.

### General Responsibilities

#### Partnership Management

- Manage a global network of social enterprise and impact investing peer organizations
- Develop corporate partner prospects

#### Content Strategy

- Create a brand identity and coordinate online channels accordingly
- Develop case studies, education, and advocacy centered on the social enterprise and impact investing sector

#### Digital Communications

- Manage and animate all social media accounts
- Prepare monthly announcements and periodic updates to extended impact network
- Develop CRM database and segmentation practices for communications

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## Qualifications

- Education: Bachelor's Degree in Communications, English, journalism, digital design, or related field, and some internship or work experience
- Technological Skills: Microsoft Office applications; Adobe Creative Suite; proficiency with all social media platforms and social media management applications (e.g., Hootsuite)
- Industry or Related Experience: 0–2 years
- Certifications: n/a
- Additional Requirements and Qualifications: Strong verbal and written communication skills; ability to communicate with internal and external stakeholders professionally; excellent organization skills; digital design and publishing skills

## Salary and Benefits

- \$35,000/year + competitive benefits package

## How to Apply

Please address cover letter to the following:  
Dr. Holly Wells, President and CEO

All application materials should be submitted via our D2L Dropbox submission system.

Only qualified individuals being considered will be contacted for an interview.

WELLS & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER

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