



# Bizzy Whiz Books

303-219-0001 • P.O. Box 6486 • Westminster, CO 80021 • [bizzywhiz.com](http://bizzywhiz.com)

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## Communications Specialist

Independent Contractor Position

### Job Duties

1. Develop communications plan for company e-mailings, e-newsletter and social media
2. Develop marketing/sales messages with support from Bizzy Whiz President and advisors
3. Work with graphic designer to develop visual marketing materials
4. Develop social media plan and implement postings
5. Produce and distribute a monthly company newsletter
  - a) Gather input from company officers, teacher advisors and sponsors.
  - b) Write and or edit stories
  - c) Layout and assemble newsletter which will include stories on:
    - (1) Educators/teacher's
    - (2) Sponsors
    - (3) Bizzy Whiz Books
    - (4) Industry initiatives
6. Coordinate e-mailing of newsletter and social media postings
7. Maintain e-mail contacts lists

### Qualifications

#### 1. Required

- a) Excellent writing and verbal communications skills
- b) Experience writing for, posting and managing social media
- c) Communications and marketing degree or comparable experience
- d) Strong work ethic, reliable and able to work independently
- e) Experience working with diverse populations
- f) Interact effectively with company staff, advisors, customers and suppliers

#### 2. Preferred

- a) Sales, marketing, journalism, or corporate/nonprofit development experience
- b) Experience in financial literacy education or a financial industry
- c) Background in elementary or early childhood education
- d) Ability for occasional travel
- e) Able to provide back-up and support at professional events, and/or educational programs

### To Apply

E-mail a copy of your resume and a brief description of your skills and interest in financial literacy and economics education to [CommSpec@bizzywhiz.com](mailto:CommSpec@bizzywhiz.com).

### About Bizzy Whiz Books

Bizzy Whiz Books is a social enterprise with a mission to empower children for career and financial success by reaching large populations with high-quality, low-cost books and other educational materials. The company publishes fun, exciting picture books, activities and lesson plans, as well as delivering teacher training, and interactive programs which engage children from an early age in finding careers they love and earning financial success.