

## EHCMA Communications Specialist Job Description

### Position Title

Communications Specialist

### Reports To

Executive Director

### Summary

The Communications Specialist supports day-to-day communications activities for the East Harris County Manufacturers Association (EHCMA). This role focuses on developing and publishing digital content, supporting member communications, maintaining website content and assisting with programs and events. This is a hands-on role ideal for a professional who enjoys business writing, managing social media and executing communications projects in a fast-paced association environment.

### Primary Responsibilities

#### Digital & Social Media

- Develop, write and publish social media content across EHCMA platforms, including sourcing content from member companies
- Maintain the communications content calendar and coordinate posts with committees and partners
- Monitor performance metrics across social media, email, newsletter and websites; prepare periodic reports and identify trends

#### Newsletter & Member Communications

- Compile content and write copy for the EHCMA digital newsletter
- Maintain newsletter production timeline and implement as planned
- Draft and coordinate e-blasts and routine member communications in partnership with the association management firm
- Coordinate newsletter design and distribution

#### Website Content Management

- Maintain and update EHCMA website content on a regular basis
- Lead the initial refresh of outdated PetrochemWorks website content and provide ongoing maintenance
- Serve as backup to the administrative team for posting and updating website content on both the EHCMA and PetrochemWorks websites
- Coordinate with vendors and the association management firm on website updates

#### Programs & Events Communications

- Create content for webinars, meetings, breakfasts and special programs (e.g., Crisis Communications Workshop, EHCMA Golf Tournament)
- Assist with formatting and design of materials
- Develop promotional copy, agendas, run-of-show materials and post-event recaps as needed

#### Content Development & Administrative Support

- Write short-form articles, announcements and member updates across channels
- Create basic graphics, presentations, slide decks and communications materials
- Maintain program and event calendars and track content requests and deadlines

#### Other Responsibilities

- Support Annual Meeting communications and implementation
- Participate on EHCMA Public Information & Policy Committee, possibly others as determined

- Share responsibility with the Executive Director for attending select CAP meetings, as appropriate
- Participate in partner committees, including the Texas Chemistry Council Outreach Committee, as appropriate
- Stay current on social media and digital communications tools
- Provide general communications support to the Executive Director
- Serve as communications back-up during crisis situations as needed
- Assist with special projects and other duties as assigned

### **Requirements Education & Experience**

- Bachelor's degree in Communications, Marketing, Public Relations or related field
- 5+ years of relevant Communications, Marketing or digital content experience (internships may count)

### **Skills & Competencies**

- Strong writing and editing skills (AP Style preferred)
- Experience managing social media accounts
- Highly organized with strong attention to detail
- Energetic self-starter able to execute projects independently
- Sound judgment and decision-making skills
- Strong problem-solving abilities
- Strong deadline management skills
- Professional, personable demeanor

### **Preferred**

- Nonprofit or association experience
- Basic graphic design skills (Canva or Adobe)
- Interest in industry, workforce or community communications

### **Software**

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Social media platforms
- Email marketing tools
- Canva or Adobe (basic)

### **Travel & Work Location**

- Hybrid role with 1–2 days in the office (located in Deer Park, TX) per week and in-person attendance for meetings and events as needed
- Approximately 5–10% regional travel

### **Salary Range & Benefits**

- Target hiring range: \$75,000
- Full benefits package available

### **How to Apply**

Submit a cover letter and resume to [info@ehcma.org](mailto:info@ehcma.org) by May 11, 2026. Those invited to interview will be asked to submit three writing samples. Digital portfolios are appreciated, but not required. No phone calls, please.

### **About EHCMA**

*The East Harris County Manufacturers Association (EHCMA) is a nonprofit coalition representing nearly 120 plant sites located within the world's largest petrochemical manufacturing complex. Member companies span 10 cities, seven outreach areas and three ports, representing more than 30,000 employees and contractors. EHCMA members are committed to health, safety, environmental responsibility and economic growth. The association delivers value through best-practice sharing, emergency response partnerships, advocacy and ongoing communication with members and the community across the Greater Houston region.*