



United Adaptive Soccer Association

Communications Specialist

Remote | Part-time independent contractor



Application Deadline: July 24, 2026



ORGANIZATION

United Adaptive Soccer Association



POSITION TYPE

Part-time independent contractor



LOCATION

Remote



COMPENSATION

\$350–\$550 monthly retainer



ESTIMATED COMMITMENT

8–10 hours per week



REPORTS TO

UASA President or designee

POSITION DESCRIPTION

United Adaptive Soccer Association seeks a Communications Specialist to support social media, email, website updates, media outreach, fundraising communications, partner recognition, and impact reporting. The ideal candidate is organized, creative, reliable, and able to work independently within UASA's brand and systems.

ROLE REQUIREMENTS



WEEKLY

- Monitor social media and community engagement
- Respond to or escalate messages, comments, and tags
- Schedule approved content and reshare partner posts



MONTHLY

- Maintain a communications calendar
- Publish 8–12 social posts and at least 2 short videos
- Draft 1 newsletter or targeted email
- Complete routine website updates
- Support 1 media outreach cycle
- Provide a brief monthly summary



QUARTERLY

- Prepare a concise communications impact report
- Review performance and identify priorities
- Update templates, media lists, and systems as needed

MINIMUM QUALIFICATIONS

- Experience in communications, social media, marketing, public relations, journalism, or nonprofit work
- Strong writing, editing, and storytelling skills
- Experience with Canva or similar tools
- Basic short-form video editing skills
- Experience with scheduling tools and analytics
- Understanding of accessible communications, including alt text, captions, and plain language
- Strong organization and deadline management
- Commitment to respectful representation of disabled people

PREFERRED QUALIFICATIONS

- Personal or professional experience within disability communities
- Experience in adaptive sports, soccer, disability advocacy, or nonprofits
- Experience with media outreach, fundraising, or partner storytelling
- Familiarity with website, email marketing, analytics, or media-monitoring platforms

DISABILITY INCLUSION

People with disabilities are strongly encouraged to apply. Lived experience with disability, adaptive sports, accessibility, or disability-led communities will be recognized as relevant expertise. Reasonable accommodations are available throughout the application, interview, onboarding, and contracting process.



Learn more at
unitedadaptivesoccer.com

SCAN TO APPLY

