



## Communications Coordinator

### Details

**Posted:** 10/23/08

**Type:** Full-Time

**Description:** Assist the Director of Development and Communications in collaboration with the Executive Director, the Board of Trustees, and consulting staff in the development and implementation of a communication program designed to advance understanding of The House and to prompt action on behalf of the The House as measured by increasing donor support, sustaining market share of current programs, and developing new customers.

**Qualifications:** -Bachelor's Degree in Communications or Public Relations required.

-Minimum of one year successful experience in advertising, public relations or marketing.

-Exceptional interpersonal skills.

-Outstanding written and verbal communication skills.

-Computer proficiency and design experience.

-Photographic skills preferred.

-Organized and efficient.

**Responsibilities:** -Participate in the development of a long-range communications plan.

-Partner with Board, staff and consultants, establish the strategies, implementation steps and evaluation method to accomplish goals.

-Develop and lead staff communications team.

-Prepare, review, and edit content of all informational communications for public distribution.

-Other task as identified by the Director of Development and Communications.

**Notes:** -Excellent benefit package.

-Competitive wage.