

Job Announcement Communications Director

Job Title: Communications Director - Full-Time Exempt, Full Benefits

Starting pay: \$40,000 annual – negotiable dependent upon experience and qualifications.

Position Summary: The Communications Director reports to the Executive Director. The Communications Director sets, implements and guides the strategy for all communications, websites, and public relations messages and collateral to consistently articulate the agency's mission.

- The Communications Director supports the agency's goal to be viewed as the primary local source, disseminator and conduit of information within its diverse network and client base.
- He/she annually develops and implements a communications and community relations plan for the agency and carries out projects for individual agency programs.
- He/she leads the agency Communications Team. The Communications Team includes the Poverty Simulation Specialist, Donor Relations Specialist, and at times a communications student intern from BYU and UVU and possibly other volunteers.
- Manages media relations and oversees response to media and other inquiries
- Implement, edit and manage print and electronic collateral including, but not limited to, annual report, newsletters, brochures, social media and the website.
- Manage the relationship with the agency's contract with a local social media/communications company
- Manage the relationship with the agency's direct mail campaign company including overseeing and approving the content of the direct mailers and regularly review results
- Coordinate and organize events and meetings that engage the agency's discreet audiences (corporations, donors, volunteers, board members, staff, etc.)
- Oversee the Poverty Simulations Specialist and ensure that a minimum of 6 Poverty Simulations are held on an annual basis
- Represent organization in external events and activities as needed

Qualifications:

- College graduate (communications or marketing degree) with a minimum of two years of progressive experience in communications, marketing, media, and/or external relations; this experience may be paid, volunteer or a combination of both;
- Must be confident, self-motivated, and professional team player
- Enthusiastic and caring person a must with ability to initiate and carry out projects
- Highly creative and entrepreneurial in developing and implementing approaches to reach target audiences
- A demonstrated ability to lead and manage others and the ability to manage multi-functional or diverse areas
- Proficiency with Word Press and Microsoft Office (Word, Excel, PowerPoint and Outlook), Photoshop and Publisher – with ability to quickly learn new software applications
- Proficient with Adobe Suite Creative especially Illustrator and InDesign is preferred.

- Excellent writing skills, including proofreading and editing abilities and strong communication skills with public speaking experience
- Must have excellent organizational and critical thinking skills
- Interest and experience in the nonprofit sector (paid or volunteer) is preferred
- Work nights or weekends as necessary to attend meetings, hold events and activities
- Reliable, personal transportation required
- Personal belief in mission, vision, values and goals of the agency
- Passionate and committed to the cause of ending poverty and belief in the capacity of the community and families with low-income to work together to achieve this goal.

How to apply: Interested candidates should submit a cover letter with resume by email to Shauna Uharriet, suharriet@communityactionuc.org ONLY email responses are accepted. Please request a read receipt. The full job announcement is posted on the agency's web site under Employment Opportunities. The cover letter MUST include your responses to the following questions:

1. What aspects of the position are of most interest to you and why? What aspects of the work do you feel would be most challenging for you and why?
2. Please describe your preferred management and leadership style. What type of leader are you?

Closing Date and Time: 10:00 am on Tuesday, May 30, 2017

Website: www.CommunityActionUC.org

**Community Action Services and Food Bank is an Equal Opportunity Employer.
Veterans and past AmeriCorps members are encouraged to apply.**