



JOB DESCRIPTION

Entry-Level Communications Coordinator

General Purpose

The Communications Coordinator is responsible for coordinating communications, marketing, public relations and advocacy efforts on behalf of Meta House. This is a full-time position.

Essential Functions of the Job

- Public relations, media relations and social media coordination
- Marketing and branding, develop marketing messages and tools
- Write and coordinate communications, and work with vendors and printers
- Facilitate tours of Meta House
- Train staff, board, and volunteers on key communication messages
- Coordinate and prepare graduates for speaking engagements and media opportunities
- Research lobbying issues and legislative actions needing advocacy
- Work with other staff and volunteers on Meta House special events

Marginal Functions of the Job

- Support the work of the Development Department
- Other duties that may be periodically or permanently assigned

Qualifications and Requirements

- Four-year degree (marketing, communications, related disciplines)
- Knowledge and use of social media
- Strong detail orientation
- Effective time management, follow-through, organizational & interpersonal skills
- Ability to work at a fast pace with a high level of accuracy and attention to detail while managing multiple projects/duties
- Computer literacy: Microsoft Word, Excel, Outlook
- Excellent verbal and written communication skills
- Ability to work in a team environment
- Proven, high degree of personal accountability
- Must have a car, valid driver's license and insurance

Working Relationships

Reports to: Director of Development

Supervises: Interns and Volunteers

Cover Letter and Resume to: bgollmar@metahouse.org