

Florida Network of Youth & Family Services
Announcement of Job Opening

Communications Coordinator

Reports to: Director of Administration & Events

Salary Range: Salary will be commensurate with the applicant's demonstrated education and experience and is anticipated between \$45,000 and \$55,000.

The Communications Coordinator is responsible for managing the organization's communications, community outreach, and public relations efforts. The Coordinator will work with program staff to develop outreach materials and provide communications support, and will draft and coordinate implementation of the Florida Network's Communications Plan. The Communications Coordinator will also coordinate press coverage of the Network, manage the organization's social media accounts and e-newsletter, produce the organization's publications and marketing materials, serve as a key team member in developing and producing Network events, including event marketing & materials and maintain consistency in messaging to diverse audiences. This position will also coordinate legislative advocacy activities.

Required:

- Bachelor's degree (B.S. or B.A.), Master's preferred or 4 years' experience in PR or Marketing
- Exceptional oral and written communication skills and strong attention to detail
- Ability to translate complex technical concepts into language easily comprehensible to diverse audiences
- Copy editing and/or professional writing experience
- Ability to work independently as well as a part of a team
- Ability to prioritize among competing goals to execute on tight deadlines
- Articulate, polished, and professional demeanor with strong work ethic, initiative, and confidence
- Savvy with Microsoft Office (Word, Excel, PowerPoint) as well as online email and website platforms
- Passion and commitment to improving the lives of troubled youth

Preferred:

- Experience and proven success working in member or client services role
- Knowledge of fundraising communications techniques including, but not limited to, proposal writing, public relations, donor relations and stewardship, and prospect research
- Graphic design skills (especially familiarity with InDesign and Photoshop)
- Database experience
- Experience with Public Speaking Experience
- Experience with Event Brite and Canva

The Florida Network currently provides 100% of cost of individual health insurance (Capital Health Plan), 100% of cost for individual dental insurance, provides both matching and direct contributions for retirement, and a competitive leave policy.

This job posting is valid through April 17th, 2020. Please e-mail resumes to jobs@floridanetwork.org