



Job Title: Events and PR Manager

Salary Range: \$42,000-\$55,000

Reports to: Executive Director

Hours/Exempt: Exempt

Education/Certifications/Experience:

- Bachelor's degree in communications, journalism, marketing or related field
- 3 years minimum experience in communication field; experience working in a non-profit setting preferred
- Proficiency in graphic design software, knowledge of Adobe Creative Suite, preferred
- Experience with event planning

Requirements/Skills:

- Dynamic personality with passion for The WARM Place mission
- Natural ability to promote a positive image and strong organizational presence
- Persuasive communicator with team-building skills
- Excellent verbal and written communication skills
- Superior attention to detail; well organized
- Self-starter with ability to manage multiple tasks simultaneously; ability to work as a team
- Experience working with local media outlets
- Experience working with social media platforms, terminology, and best practices to ensure high rate of ROI
- Meets expectations under tight deadlines
- Some evenings and weekends required

Responsibilities:

- Provide leadership and coordination for all communication activities
- Plan, coordinate, and manage all special events
- Oversee the development and content of all websites, social media accounts, brochures, publications, photography, videos, displays and organizational presentations
- Monitor all print and electronic publications for content, style, design and use of logo
- Organize all mail outs, including event invitations and solicitation pieces
- Create and distribute WARM Place updates through email broadcasts
- Serve as the primary contact for media relations and social media channels; write and distribute press releases and coordinate media interviews
- Collaborate with Volunteer Coordinator on a specific plan of action for providing a program of educational speakers to the community. Must be able to give speeches and tours
- Develop annual communication plan to increase community awareness of The WARM Place
- Collaborate with Executive Director and Director of Development on all fundraisers
- Plan, coordinate, manage, and collaborate with Program Department on all Family Night events
- Assist the Executive Director in preparation of the yearly budget
- Participation in staff meetings, trainings and planning sessions
- Other responsibilities as assigned by the Executive Director

To Apply

Interested persons should email cover letter, resume to shelley@thewarmplace.org

Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.

This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time.

Updated October 2017