



**Job Title:** Communications Manager

**Salary Range:** \$50,000-\$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
- Experience with event planning
- Knowledge of video editing software preferred

**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 and knowledge of AP style
- 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
- Develop annual communication plan
- Plan, coordinate, and manage all special events including Family Nights and fundraisers
- 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 newsletters, event invitations, and solicitation pieces
- Create and distribute all agency email campaigns including newsletters, event communication, program communication, and appeals.
- Serve as the primary contact for media relations and social media channels; write and distribute press releases and coordinate media interviews
- Assist program team with webinar production
- 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 and resume to [shelley@thewarmplace.org](mailto: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. The WARM Place is an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit and business need.*

**Updated August 2021**