



Communications Coordinator

Foundation Communities is a nonprofit organization that provides affordable housing and support services so families can succeed. Can you help us spread the word?

The Communications Coordinator is responsible for raising awareness about the success of our holistic approach to affordable housing and free, on-site support services in order to inspire community support for our ongoing efforts.

This is a fulltime position and reports to the Director of Individual Giving and Engagement.

Primary Duties and Responsibilities:

- Serve as the point of contact for organization's media relations and marketing in order to promote the good name of Foundation Communities
- Create and refine key messages and brand identity ensuring they are consistent, clear and compelling across the organization
- Showcase our clients' inspirational stories of hope and success through multi-media channels, including print, photography, video, mass email and social media
- Maintain a robust and persuasive social media presence on Facebook, Twitter and Instagram
- Write all content for our bimonthly print newsletter
- Help design and review graphic design of our newsletter, dashboard reports, brochures, banners, mailers, etc.
- Pitch and respond to requests for media stories that tie us into current local, state, and national issues on an ongoing basis
- Serve as a spokesperson with the press
- Prep staff and clients to speak with the press as needed
- Plan media-oriented special events
- Work closely with our web manager to supply content for our website
- Create and follow an annual communications calendar to highlight the organization's accomplishments and milestones
- Support a culture of cross organizational communication, collaboration and information sharing

Required Qualifications:

- Bachelor's degree in Journalism, Communications, Marketing or related field
- Excellent oral and written communication skills
- 3+ years of experience in managing broad-based communications and marketing programs encompassing print & electronic publications, event & campaign marketing, and media relations
- Proven track record of creating successful social media campaigns, captivating website content and persuasive video messaging
- Excellent organizational and planning skills to multi-task in a face-paced environment and juggle a variety of projects with hard deadlines from across the agency.

- Deep personal connection and commitment to Foundation Communities' mission
- Adobe Creative Suite and WordPress proficiency is a bonus

Interested applicants please send cover letter and resume to donna.williams@foundcom.org

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation and gender identity.

More information about us can be found about us at www.foundcom.org.