



Job Posting

Job Title: Media & Communications Coordinator
Job Status: Permanent, Full Time, Non-exempt, Hourly
Reports To: Director of Community Engagement

STATEMENT OF THE JOB:

This position is responsible for helping to manage external communication of agency outcomes and manage the Gryphon Place brand internally and externally, participating in and managing marketing and communications.

ESSENTIAL FUNCTIONS:

- Maintain Gryphon Place's online presence through social media, web content, e-newsletters, and press releases
- Maintain communication contact lists and databases
- Maintain relationships with media outlets; secure and facilitate spots in broadcast and print media for press releases, announcements and appearances as needed; provide support to staff on media appearances
- Use design programs to create marketing and promotional materials as needed for the organization
- Create effective marketing materials to attract and retain donors and supporters through annual appeals, annual reports, quarterly newsletters, etc.
- Participate in public image positioning initiatives such as crafting new logos, taglines, brand naming, etc.
- Assist with event promotions, preparation, and implementation
- Attend necessary committee meetings and prepare meeting minutes/agendas
- Maintain relationships with vendors and order supplies needed for outreach and events
- Assist CEO with Community Initiative groups
- Support Director of Community Engagement as needed

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Communications or a related field preferred
- Minimum one year experience in nonprofit work preferred
- Experience in design required, specifically InDesign and Illustrator
- Experience in social media management required
- Experience in website management preferred
- Experience with event coordination preferred
- Hold a valid Michigan driver's license and have reliable transportation for work purposes and able to lift 40 pounds

KNOWLEDGE / SKILLS / ABILITIES:

- Strong computer skills
- Strong attention to detail
- Ability to work occasional evenings and weekends
- Ability to effectively communicate with staff and promote a positive working environment
- Excellent interpersonal, leadership, time management, project management, and organizational skills

- Ability to work well with all levels of internal management and staff, as well as outside clients and vendors
- Proficient in Microsoft Office Suite
- Proficient in design programs, including InDesign and Illustrator
- Great writing and proofreading skills
- Ability to shift from one task to another
- Good record keeping skills required
- Ability to handle multiple tasks
- Ability to complete assignments on time and stay on task with minimum direction
- Ability to work independently and exercise good judgment
- Calm demeanor with ability to work well under pressure
- Excellent verbal and written communication skills
- Creative thinking ability
- Ability to work independently as well as collaboratively
- Other duties as assigned

PHYSICAL REQUIREMENTS:

This is largely a sedentary role; however, some other physical tasks are required. This would require the ability to sit, bend or stand as necessary as well as require the ability to lift, move or load at least 40lbs.

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job-related disability, race, religion, sexual orientation, veterans' status. EOE

Apply with resume, cover letter and two examples of design work no later than Friday, December 7, 2018.

Mail:
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