



## **Communications Coordinator**

Classification: Exempt

Salary Range: \$45000 - \$56,160/annual + benefits including PTO, holiday, medical, dental, vision, EAP, STD, LTD, Life and 401k/ROTH with match.

Department: Communications

Reports to: Director of Communications

We are seeking a dynamic and organized individual to join our team as a Communications Coordinator. The ideal candidate will play a pivotal role in enhancing our organization's internal and external communication strategies. This position requires a creative thinker with excellent interpersonal and writing skills, capable of developing and executing comprehensive communication plans.

### **Key Responsibilities**

- **Content Creation:**
  - Assist in developing engaging content for various communication channels, including newsletters, emails, fundraising appeals, social media, and internal communications.
  - Collaborate with different departments to gather information and create compelling narratives that align with the organization's messaging and goals.
- **Media Relations**
  - Draft press releases, create engaging media kits, and coordinate media outreach to maximize coverage of programs, events, achievements, and announcements.
- **Social Media Management**
  - Manage and curate content (photo, video, and messaging) for social media platforms using Sprout Social to increase brand visibility and engagement.
  - Monitor social media channels, respond to inquiries, and strategize ways to enhance Camp Korey's online presence.
- **Internal Communication**
  - Collaborate with HR to ensure consistent communication regarding camp policies, events, and hiring initiatives.
- **Donor + Camp Family Communication**
  - Collaborate with internal departments to coordinate and facilitate strategic communications paying close attention to timelines.
  - Assist in developing and executing communications strategies, create content, and help provide consistent, targeted, impactful messaging to all camp audiences.
  - Supports development campaigns to target specific audiences, emphasizing campaign performance, and surveying donors afterward to provide recommendations for future initiatives.
  - Executes donor recognition policies including thank you messages, updating camp signage, and coordinating group photos.

### **Communications Coordinator Qualifications/Skills:**

- Bachelor's degree in journalism, strategic communications, or equivalent experience
- Strong, versatile copywriting skills
- Proficiency in social media platforms and digital communication tools or willingness to learn.
- Strong organizational and project management skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Familiarity with graphic design (Adobe Creative Suite, Canva) is a plus.
- Experience providing communications in a non-profit organization preferred.

Work Environment:

- Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.
- Working outside will sometimes be necessary, in various weather conditions

Physical Demands:

- Reasonable accommodation may be provided.
- While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; bend; lift, carry, move, push and pull up to 10 lbs. Due to the creative nature of this work, vision needs to be sharp and must possess the ability to discern colors.

Position Type/Expected hours of work:

- This is a full-time position, averaging 40 hours/week. Standard days and hours of work are Monday through Friday, between 9:00 and 5:00 p.m. However, the position requires the ability to work during non-standard hours and on short notice as the need arises.

Additional Eligibility Requirements:

- Valid driver's license
- Background check
- Current Vaccinations including COVID-19 vaccine
- CPR/AED Certification

EEO Statement

As an Equal Opportunity Employer, Camp Korey makes employment decisions based on merit, qualifications, and competence. All applicants are considered for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training. Camp Korey appreciates diversity amongst our staff and encourages all qualified applicants to apply.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*To apply: Please submit resume, cover letter, and several writing samples. Submissions without these will not be considered. Thank you!*