

Communications Director

XYZ Association serves XYZ members and communications play a significant role in member participation and professional recognition. As the Communications Director s/he will be immersed in many activities that involve a variety of formats such as:

- Communications – serving as the writer/editor of the monthly electronic newsletter, creating content as needed for the web-site, mass e-mailings, surveys, etc.; developing submissions for awards to highlight association achievements, and use of social media.
- Public Relations –developing and maintaining ongoing business/journal relationships to promote the profession of architecture; working with editors, writers and media to create story ideas to highlight the successes of association members.
- Program/Committees – advising and leading multiple association committees; managing the Awards program, working with a community outreach program and the securing of sponsorships, and venues for various events.
- Advertising – writing copy for both print and radio, tracking editorial and programing lists; also negotiates advertising contracts.

Job Requirements

Education, training, experience:

Candidates must have a B.A. in Marketing, Communications or a related field with at least 3-5 years' experience that includes use of Adobe Suite and be able to demonstrate prior successes utilizing social media. If you are organized in your work processes with above average 'people skills', enjoy working in a collaborative, professional environment, let us hear from you. This is an excellent growth opportunity!