



<b>Job title</b>	<i>Communications Coordinator</i>
<b>Reports to</b>	<i>Director of Communications</i>

#### Job purpose

The Communications Coordinator is responsible for creating videos, writing press releases, overseeing Thrive’s social media, and supporting the Director of Communications in communication initiatives. The Communications Coordinator works closely with the Director of Communications overseeing accuracy of information, deadlines, and budget requirements.

#### Duties and responsibilities

##### Communications:

- Assist in writing press releases and content for newsletters.
- Create, manage, and edit marketing and PR content for websites, newsletters, social media, and other creative briefs, as needed.
- Assist in developing communications strategies for programs and initiatives.
- Assist the Director of Communications in creating marketing calendar.
- Solicit and write stories to be used in marketing.
- Represent the organization through in-person events, media presentations, and public speaking, as needed.
- Solicit and write stories to be used to promote Thrive Allen County and Thrive Kansas.
- Assist in photography shoots of Thrive’s programs and spaces for marketing campaigns.
- Create videos about the organization and its programs.

##### Administrative and Customer Relations Responsibilities:

- Provide outstanding service to community members by responding to their needs.
- Consult and liaise with partners, community members and consultants.
- Proofread correspondence and marketing materials.
- Attend Thrive Allen County events, as required (some evening and weekend hours).
- Perform other duties as assigned.

## Qualifications

- Videography experience
- Excellent writing skills required
- Experience in communications and/or marketing
- Experience running different social media channels
- Ability to communicate clearly and effectively in a professional manner
- Friendly personality who enjoys working with the public
- Professional attitude and appearance
- Strong presentation and verbal communication skills
- Strong problem-solving skills with experience managing deadlines and budgets

## More Information

- Thrive is an EOE.
- Compensation: This is an hourly position paid between \$21.64/hour – \$24.04/hr, depending upon experience. It also includes medical and dental insurance with 100% of the premiums paid for the employee, IRA with employer match of up to 3%, 120 hours of paid vacation a year and 10 paid holidays.
- Thrive places a high priority on team players and community-minded individuals.

Send resumes and 3 references to [jobs@thriveallencounty.org](mailto:jobs@thriveallencounty.org)