

POSITION TITLE: Communications Coordinator

BASIC FUNCTION:

Assists in the design and management of a communications program to inform member counties about the services and activities of the Association (to include review of methods of communication, image and branding, publications and website). Helps develops strategies for enhancing participation of members.

GENERAL:

- Coordinates content and production of publications, to include:
 - News and Notes
 - Capitol Updates
 - Consent Agenda
 - Other mass emails
- Works with Database Assistant to manage lists in Constant Contact.
- Serves as secondary spokesperson for the Association.
- Coordinates with county public information officers to mobilize press at local level.
- Promotes public awareness of county issues.
- Prepares press releases/media packets.
- Manages social media.
- Develops a social media calendar with planned and scheduled updates for all FAC divisions.
- Serve as secondary graphic designer.
- Create images that promote a program or convey a message.
- Develop graphics for program or policy illustrations, email banners and website.
- Serves as in-house photographer for FAC events.

FAC CONFERENCES:

As assigned.

INTERNAL RELATIONSHIPS:

Reports to the Director of External Affairs. Has regular contact with all association staff.

EXTERNAL RELATIONSHIPS:

Has extensive contact with association membership and affiliate membership as well as the press.

PRIOR EXPERIENCE:

As determined by Executive Director.
Recommended: One to three years.

EDUCATION:

As determined by Executive Director.
Associates Degree or higher preferred

TECHNICAL SKILLS:

Excellent knowledge of Microsoft Office products. High level of knowledge with the Adobe suite of products including Photoshop, Illustrator and InDesign. High level of interpersonal and customer service skills. Strong CMS and AMS knowledge preferred.

CLASSIFICATION:

Non-Exempt