



JOB DESCRIPTION

Job Title:	Communications & Media Specialist
Reports to:	Community Engagement Manager
Supervises:	No
Job Code:	920 + 918
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	\$23.45 to \$31.18

Position Summary:

Team member is assigned to the Community Engagement Unit. Duties include creating social media content, photography, writing materials, developing graphic design materials, updating the ELCOC website, and assist with planning events. Program support duties include coordination of paperwork and records, including scanning, photocopying, faxing, mailing, data entry, filing and taking notes and compiling minutes for meetings. Duties include data entry for multiple program efforts, use of fiscal tracking systems and paperwork in support of program initiatives, generating reports. **Essential Job**

Functions:

Communication & Media Relations

- Create, update, and keep marketing, community outreach calendars and media outreach efforts logged and organized.
- Create newsletters, flyers, program, event materials, PowerPoints, and scheduling.
- Create social media tool kit and content (Facebook, Linked In, Twitter, etc.).
- Coordinate video and still photography productions.
- Assist at Outreach and Awareness events, i.e., creating flyers, newsletters, and other written materials, producing pledge cards, securing sponsor logos and photos.
- Possess knowledge in Outlook, Teams, Photoshop, Adobe graphic editing suite, Canva, Spotify, Hootsuite, Sprout Social, SharePoint.
- Coordinate & maintain ELCOC website.
- Assist with all organizational event logistics as directed by team lead.
- Assist in coordinating pre-event communications through mobile bidding platforms (text, e-mail, etc.)
- Create and send donor thank you letters.
- Prepare content for and work with other CEU team members to produce media materials.
- Facilitate organization wide planning to devise and implement social media calendar.
- Develop and create graphic design content and media production.

Administrative Support

- Assist with filing and organizing document for CEU department meetings and Strategic plan meetings.

- Provide support for Board Meeting presentations before and during.
- Handle with accurate and timely submissions the documentation for purchase order requests (E-Reqs), credit card authorizations, and check requests.

Program Logistical Support

- Participate in CEU department assigned meetings, providing support with notes and minutes as well as follow up action items.
 - Research & organize information for ongoing projects.
 - Track and log program initiatives, objectives, and deadlines to ensure timely completion of requested reports.
 - Prepare collateral materials for community events coordinated by the Volunteer Coordinator (i.e. civic club presentations, chamber events, Celebrity Readers, community, and volunteer fairs).
 - Assist Volunteer Coordinator with following up the prospective volunteers.
 - Assist with collecting media releases for participating ELCOC initiatives.
 - Complete and submit in-kind forms for all department efforts with material donations and volunteer participation.
 - Assist with all organizational event logistics, to include logistics/presentations for Board Meetings.
 - Enter data for multiple projects in an accurate manner.
 - Coordination of department inventory for project supplies and materials.
 - Reserve conference and/or training rooms for department meetings and functions.
 - Assist at Outreach and Awareness events, i.e., producing pledge cards, securing sponsor logos and photos of hosts.
 - Assist in drafting Development project timelines.
 - Assist in designing process for special event seating and greeting VIP's.
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(This job description may not be all-inclusive, and employee is expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
 - Knowledge of basic customer service techniques
 - Advanced knowledge of Excel, MS Word, WordPress and PowerPoint, Publisher is essential. Ability to navigate the Internet.
 - Knowledge of Development databases such as Abila FR50 (Salesforce) and Raiser's Edge a plus
 - Ability to establish and maintain positive working relationships with other employees.
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- Ability and willingness to provide input for strategic Development and Outreach planning.
 - Ability to work flexible hours/schedule i.e., occasional Saturdays or evening hours.
 - Ability to follow policies, procedures, and rules set by the Coalition
 - Ability to maintain a cooperative working relationship with a variety of constituents
 - Must possess valid Florida ID or driver's license and access to a reliable transportation source to and from work. This position will require periodic travel throughout the designated business market.
 - Strong organizational skills and effective record management practices, attention to detail
 - Professional appearance and presentation
 - Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
 - Ability to manage volunteers for Development events.
 - Ability to work independently with little supervision.
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Education and Experience:

- Bachelor's Degree in Marketing, Communications, Graphic Design, Public Relations, or Related field, with one year of experience or Associates Degree (AA) with at least 7 years of progressive office support experience and *Adobe Photoshop and Adobe editing suite (video) preferred.*
- Demonstrates strong organizational skills with the ability to set priorities, meet deadlines under pressure and effectively multi-task.
- Possesses strong written and oral communication skills.
- Demonstrates ability to problem solve and make decisions.
- Demonstrates ability to prioritize projects.
- Knowledge in *Adobe Photoshop and Adobe editing suite (video) a plus.*
- Demonstrates ability to update and post on websites.
- Demonstrates ability to perform light accounting procedures.
- Bilingual –knowledge and ability to communicate in the Spanish language both verbally and in writing is a plus.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

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By Fax to: 407-749-0287

By Mail to:

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County Attn: Theresa Brady
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