GENERAL DESCRIPTION
The Communications and Publications Coordinator serves as a key member of the Development Team, which is charged with implementing the communications activities and assisting in community engagement for Interfaith Community Services. The primary responsibilities of the Coordinator position are providing creative concepts, writing, production and brand oversight for a variety of communications materials, managing social and digital media content and representing ICS in the community in order to provide information and promote the agency’s mission. This position reports to the Community Engagement Director. In addition, this position will work with the Chief Executive Officer, Philanthropy and Public Relation Director, Development Committee Chair, and other members of the ICS staff and Board of Directors as required.

DUTIES AND RESPONSIBILITIES:

Writing and Graphic Design
- Research, concept, write, graphically design and produce content for ICS print and electronic newsletters, fundraising and program collateral materials, print and email appeals and campaigns, annual report, website, PowerPoint presentations, letters and other agency materials
- Providing editing and copywriting support for other staff members in production of materials
- Interview clients, volunteers, staff, event participants, donors and others to maintain a library of stories and testimonials and to obtain information for the production of materials
- Take and catalog photos to maintain a quality photo library
- Provide communications support for agency events such as the Empty Bowls fundraiser, “We Care” Golf Classic, food drives, faith community events and third-party events

Social Media and Electronic Communications
- Expand agency visibility through social media and digital marketing channels, including daily Facebook, Twitter and Instagram postings. Maintain a calendar of social media postings; monitor and report response rates.
- Research and proactively suggest creative social media strategies
- Develop and disseminate e-blasts and digital communications campaigns
- Assist in ICS website management by working with various departments and staff to develop content. Maintain and update pages keeping content fresh, accurate and timely.

Creative Concepts and Brand Oversight
- Conceive and develop creative and compelling visual, text and audio concepts and themes for print and digital media and collateral material production
- Ensure that all agency and development communications adhere to established tone, messaging and visual brand guidelines and standards
- Assist with brand and creative strategy

Overall Support:
- Provide input into agency strategic planning with specific regard to communications
- Provide accurate and timely information and reports as requested on communications activities
- Recruit and support additional volunteers for a wide-range of development activities
- Provide logistical support for event activities as needed
- Participate in staff meetings and development activities as requested
- Provide presentations to community organizations as needed
- Actively participate in appropriate professional communications organizations such as membership in the Public Relations Society of America (PRSA)
QUALIFICATIONS

Minimum Education
Bachelor’s Degree

Minimum Experience/Skills/Competencies

- Two years of similar experience required
- Ability to produce a large volume of writing across multiple platforms while meeting rigorous deadlines
- Strong desktop publishing and graphic design skills with proficiency using Adobe InDesign, PhotoShop and Illustrator. Competency using the latest version of Microsoft Office, mail merges, web searches and social networking media
- Excellent written and verbal communication, editing, proofreading and conceptualization skills
- Demonstrated experience in copywriting; ability to cull material into engaging, brand-compliant copy with appropriate tone and focus
- Basic photography skills
- Good organizational skills including publication scheduling, timeline management and report generation
- Personable demeanor; ability to work collaboratively with all types of people and personalities
- Self-motivated and responsible with a sense of urgency, flexibility to adapt to change and a commitment to continuous quality improvement. Able to work independently and as part of a team with good time management skills
- Pride in ownership, but ability to take constructive criticism and to change copy when needed
- Ability to adhere to ICS Code of Conduct and uphold agency values of compassion, cooperation, integrity, and mutual respect for others
- Commitment to volunteerism and interfaith activities
- General understanding of nonprofit culture and fundraising helpful

Reports to: Community Engagement Director

Support provided by: Development Assistant

Work Schedule: Part-Time, 20 hours per week. Monday through Friday. Duties may entail some morning, evening and weekend activities.

FLSA exemption status: Non-Exempt

Compensation: Depending on qualifications and experience. Generous Paid Time Off allowance and paid Holiday schedule. After a three-month introductory period, a Simple IRA is available.

Send resume, salary requirements and three professional references to: recruiting@icstucson.org by the application closing date of Monday, October 16, 2017 at 5 pm.