



Job Announcement: Communications Coordinator

General Responsibilities:

This is a full-time position requiring creativity, initiative, and great attention to detail. Occasional evenings and weekends are required.

Under direct supervision of Development Director, promotes a positive, pervasive image of the Center and engages potential clients, partners, donors and media by planning, organizing, and implementing activities to proactively promote and publicize the Center's program/service offerings and charitable work throughout Central Ohio.

Key Responsibilities:

- Content creation and management for web, social media, and other online presences
- Assist in planning, implementation, wrap-up of Special Events.
- Aid in promotion of brand recognition and assist in marketing activities for all target audiences.
- Create content production for internal communications under direct supervision of Development Director.
- Collaborate with external partners to manage design and production of collateral under direct supervision of Development Director.

Qualifications:

Bachelor's degree in Communications, Public Relations, English, Journalism, Marketing or a related field OR at least three (3) years of public relations or communications experience; OR an equivalent combination of education and experience.

Excellence in English composition, including meticulous spelling, grammar and punctuation.

The information in this posting is a summary designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position

A cover letter and a resume are required in order to apply for this position.

Send resume, cover letter, and salary requirements Attn: Shelley Gabriel

Columbus Speech & Hearing Center

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