



## Communications Manager

**Position Description:** Interfaith Works (IW) is looking for a dynamic, skilled Communications Manager. This is a full time position that will report to IW's Director of Development and Community Relations. The Coordinator will provide support for IW's communications, website management, social media and digital activities.

### Key Responsibilities:

- Update and manage IW's website (content and structure);
- Draft IW's newsletters, including the organization newsletter, the staff newsletter and the congregation newsletter;
- Develop content for and design IW's reports and Year End Appeals;
- Create and coordinate social media posts for social media including Facebook, Twitter, YouTube, Instagram and LinkedIn;
- Provide support for fundraising and event planning, including Annual Breakfast;
- Collaborate with Development team in creation of marketing collateral;
- Prepare news releases, maintain current media lists;
- Manage IW's email platform;
- Work closely with IW program staff and board to thoroughly understand and expertly articulate Interfaith Works' mission, vision, donor priorities, success stories, program work and advocacy efforts;
- Support IW CEO and staff in preparation for public appearances;
- Support IW CEO and Board Advocacy Committee in advocacy efforts and preparation of testimony;
- Manage IW's branding ensuring consistency throughout the organization;
- Perform other duties as assigned.

### Qualifications:

- Bachelor's degree in journalism, communications, or marketing;
- 3 - 5 years' experience in communications, marketing, or public relations;
- Excellent verbal and written communications;
- Experience in editing;
- Positive attitude and ability to work with a culturally diverse team;
- Strong organizational skills and the ability to multitask and work under pressure and meet deadlines;
- Experience with Microsoft Office Programs, including Word, Excel, PowerPoint, Adobe Acrobat Professional;
- Experience with Word Press and Mailchimp required;
- Experience in creating graphics and videos;

For consideration, please submit your resume and a cover letter to [info@iworksmc.org](mailto:info@iworksmc.org). To learn more about Interfaith Works, please visit our website at [www.iworksmc.org](http://www.iworksmc.org)