



**Please send resume and letter of interest to
Terry Starr at godshygieneED@gmail.com**

Communications Coordinator Position Description

Essential Duties and Responsibilities

- Compile content for both print and web including the website, blog, brochures, newsletter and appropriate social media outlets.
- Plan and implement a communications strategy.
- Monitor the GHHC's social media and online presence.
- Organize and direct promotional events.
- Make sure that all promotional and marketing materials meet the GHHC's brand identity strategy.
- Serve as point of contact for media and public questions.
- Assess and report on the effectiveness of communication strategies.
- Coordinate meeting and presentations.

Required Knowledge, Skills and Ability

- A background in Marketing, Communications, English, Public Relations or Journalism.
- Possess a solid understanding of effective marketing techniques.
- Must have excellent writing and editing skills.
- Be able to communicate clearly and effectively.
- Collaboration skills.
- Team orientation.
- Social media skills.

Position Specifics

- Will report directly to Executive Director as one of six staff positions.
- Volunteer (unpaid).
- Expectation is typically 8 hours per week.