



Job Posting

Job Title: Communication & Engagement Specialist
Job Status: Permanent, Full-time, Exempt (Salaried)

STATEMENT OF THE JOB:

The purpose of this position is to provide support to the Assistant Director to manage external communication of agency outcomes and manage the Gryphon Place brand internally and externally, participating in and supporting all marketing, communication, events and advocacy efforts.

ESSENTIAL FUNCTIONS:

- Responsible for administrative duties for the Assistant Director, including screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports; coordination of meetings
- Providing clerical services including typing, filing, mailing etc.
- Maintain relationships with vendors and order supplies needed for outreach and events
- Attend necessary committee meetings and prepare meeting minutes/agendas
- Create quarterly reports, e-newsletters, MailChimp communications, etc.
- Use InDesign to create agency fliers, table tents, web banners and cover photos, informational brochures and other promotional items as needed for the agency
- Maintain relationships with media outlets; secure and facilitate spots in broadcast and print media for press releases, announcements and appearances as needed; provide support to staff on media appearances
- Participate in public image positioning initiatives such as crafting new logos, taglines, brand naming, etc.
- Oversee external communications leaving the agency
- Maintain communication contact lists and databases
- Maintain Gryphon Place's online presence through social media & website

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Communications or a related field. Preferably at least one year of experience in the Social Services field. Project coordination experience preferred.

KNOWLEDGE / SKILLS / ABILITIES:

- Strong computer and internet research skills
- Strong attention to detail
- Flexibility
- Excellent interpersonal skills and ability to communicate effectively
- Ability to work well with all levels of internal management and staff, as well as outside clients and vendors

- Excellent organizational skills
- Proficient in MS Office Suite
- Great writing and proofreading skills
- Ability to shift from one task to another
- Ability to think logically
- Good record keeping skills required
- Ability to organize and prioritize job assignments
- Ability to handle multiple tasks
- Ability to complete assignments on time and stay on task with minimum direction
- Ability to work independently and exercise good judgment

Please apply by Friday, April 8th, 2016

Send resume to:

Mail:

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