



## **JOB POSTING: Marketing and Communications Coordinator**

The Marketing and Communications Coordinator will help build and maintain New Horizons' brand and reputation, and will be a story teller who can communicate the struggles and successes of the young people we serve with tact and sensitivity. A successful candidate will have exceptional writing, brand management, project coordination and social media skills. This is a full-time role, reporting to the Director of Development.

### **Essential Duties and Responsibilities**

- In partnership with the Director of Development, create and implement the annual communications plan to coordinate with the annual development plan
- Lead the writing, editing and production of external communications, including print and electronic newsletters, thank you letters, appeal letters and the annual report.
- Execute the annual marketing plan, and explore new marketing opportunities to bring awareness of New Horizons to new audiences.
- Lead the day-to-day content management of the New Horizons website and social media.
- Manage the creation of visual storytelling pieces, including graphic design, still photography and videos.
- Ensure consistency with branding and messaging guidelines with both internal and external audiences.
- Cultivate and develop media relationships; build and maintain list of strategic press contacts.
- Engage and support staff and clients in media interactions.
- Draft and disseminate press releases and pitch stories.

### **Required Qualifications (Knowledge, Skills & Abilities)**

- Minimum two years of experience in communications, marketing, media relations, leading social media tools, writing, project coordination and/or development/fundraising.
- Demonstrated proficiency within the PC environment including Word, Excel, and Outlook

### **Preferred Qualifications (Knowledge, Skills & Abilities)**

- Bachelor's degree in marketing, communications or related field
- Experience with design, image and video editing software

**Wage:** \$20-22 per hour, plus benefits

### **Benefits Include:**

- 25 Paid Time Off (PTO) days
- Five (5) paid holidays each year
- Employer-paid medical, dental and life insurance for employee-only plans
- Access to a 403(b)-retirement plan with a 2% employer match
- Two (2) Employee Assistance Programs

**To Apply:** Please submit a cover letter and resume to [careers@nhmin.org](mailto:careers@nhmin.org).

New Horizons is an equal opportunity employer and qualified applicants from all cultures and communities are encouraged to apply, especially people of color, members of the LGBTQIA+ community and people with lived experience.

Visit [nhmin.org](http://nhmin.org) for more information.