

**Job Title: Communications Associate (writing/editing/graphic design emphasis)**

FLSA Status: full time, non-exempt

Salary commensurate with experience and qualifications

Reports to: Director of Development and Communications

**Position Summary:**

As an essential contributor to the Community Engagement Department, the Communications Associate serves under the Director of Development and Communications and is responsible for all aspects of communications for the affiliate. The Communications Associate helps Habitat achieve its mission by implementing a comprehensive and strategic annual communications plan following all established policies and guidelines.

**Essential Functions:**

1. Assists the department director and other departmental and organizational staff with the creation and execution of the annual external communications plan to include strategic print and digital communication projects to ensure a well-rounded plan;
2. Assists, manages, and executes internal and external communication initiatives;
3. Manages and executes different graphic design projects, including event invitations and Facebook ads;
4. Develops and implements special events with the Event Coordinator, including the organization's annual dinner and other events as needed;
5. Manages PR, media relations, and assists with coordination of media outreach on any number of organization initiatives;
6. Identifies, develops and executes communications and social media strategies to help with a variety of different organization communication objectives;
7. Ensures compliance with affiliate and HFHI policy on logo usage, as well as image and brand integrity in all internal and external expressions;
8. Initiates and cultivates relationships with homeowners, volunteers, business partners, faith based organizations, media and other community stakeholders to impact and strengthen the affiliate's position in the community;
9. Ensures the success of all electronic, printing, and mailing functions;
10. Participates in training and/or continuing education events and seminars to keep current with best practices in communications, and maintains a level of competency in communications computer applications;
11. Perform monthly account management of affiliate's Google AdWords account, including keyword analysis;

**Qualifications:**

1. Bachelor's degree in communications, English, journalism or related area.
2. Two or more years of communications experience, preferably in the Habitat movement, including internal and external communications, special events, graphic design and social media.
3. Expert knowledge in latest digital and social media technology and trends.
4. Superior written and verbal communication skills.
5. Ability to meet deadlines.
6. Attention to detail.
7. Proactive problem solver.
8. Ability to establish and maintain excellent working relationships with supervisor, co-workers, and other Habitat staff.
9. Commitment to the Habitat mission and uphold its values.
10. Proven Graphic Design expertise.
11. Proficiency in Adobe Creative Suite, Google Analytics, Word Press, Square Space, Social Media, and Google AdWords.
12. Photography and Video skills a plus.