

Communications Coordinator

Project for Pride in Living – St. Joseph Worker Position Description

Title:	Communications Coordinator
Organization:	Project for Pride in Living (PPL)
Department:	Development & External Affairs
Reports To:	Communications Manager
Hours:	Flexible within regular business hours, Monday – Friday. The SJW may be asked to participate in occasional evening events.

About PPL

Project for Pride in Living (PPL) empowers thousands of individuals and families with lower incomes to reach self-reliance through affordable housing, employment readiness and job placement. We work together with participants to create vibrant, equitable, and diverse communities filled with residents who have achieved stability and are contributing to the regional economy.

Last year alone, more than 15,000 people moved into affordable housing, earned higher incomes, improved their academic skills and gained economic independence with the help of PPL. Learn more about our work in the community at www.ppl-inc.org.

Position Summary

The St. Joseph Worker will actively engage key audiences in education, advocacy, and awareness of PPL, its program and initiatives. This new position is responsible for content creation across communication channels including social media, website, and monthly newsletter. Additionally, the Communications Coordinator will assist in the planning and execution of communication needs for community events.

This position is an opportunity to develop unique solutions for educating PPL audiences about our mission, impact, and social justice issues using storytelling, creative technology, and community engagement strategies.

Responsibilities

- Work with the Communications Manager to develop and execute communications content strategy to build awareness of PPL, its programs and initiatives with major stakeholders.
- Coordinate PPL's social media communications, including the creation of a social media editorial calendar and research of new and alternative ways to leverage online activity.
- Manage content creation for PPL's monthly e-newsletter, including regularly observing program areas and interviewing residents, participants, and staff to increase the role of storytelling in PPL communications.
- Manage ongoing updates to PPL's website, keeping content relevant and up-to-date.
- Establish and track metrics for digital communications efforts including email campaigns, e-newsletter, social media channels, and website.
- Assist in the planning and execution of communication needs for community engagement events (ie PPL Achievement Awards, groundbreakings, National Night Out), including event promotion, signage and collateral, and vendor management.
- Create graphics and audio-visual content using Adobe Creative Suite, video editing software, and photography.

Education and/or Experience

- Bachelor's degree required.
- High level of experience with social media platforms (Facebook, Twitter, and LinkedIn) and Microsoft Office required.
- Experience with Adobe Creative Suite, WordPress, Constant Contact, photography and videography desired.

Qualifications

- Excellent written and verbal communication skills.
- Self-starter and self-directed, ability to work independently on assigned projects and take initiative, as well as collaborate in a team environment.
- Passion for social justice and a commitment to support, promote and authentically communicate PPL's mission.
- Strong interpersonal skills, including the ability to work with people of diverse backgrounds.
- Attention to detail, strong organizational skills, and ability to prioritize and manage multiple projects simultaneously and meet deadlines.

Project for Pride in Living, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disability Act, the organization will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.