

## **Berks County Community Foundation Communication Manager**

The Communication Manager is a multi-talented taskmaster who thrives on detail, likes people, and has a creative streak. This position involves maintaining a newly designed website, monitoring advertisements and all types of media, assisting other staff members with reports and presentations, and creating story packages that put the written word, audio, photography, video, and other materials to their best use.

### Responsibilities of Position

- Be the Community Foundation's website content creator, manager, and consistency champion
- Publish a monthly e-newsletter and assist in creating content for two magazine issues per year
- Draft and distribute a variety of articles, social media posts, and website content that is compelling and error-free
- Assist with recording and editing basic audio and video pieces
- Interview people (in person) about their lives and their work, and conduct research to create interesting feature content
- Manage deadlines, including advertising deadlines
- Coordinate communication campaign logistics, including social media and mailings
- Assist in coordinating special events, including receptions, luncheons, and public meetings
- Assist other staff members with reports, presentations, and other marketing needs
- Track communication metrics
- Other duties as assigned

### Position Scope:

- Full Time
- Early to Mid-Level Professional
- In person in our Reading, PA office, with limited hybrid option
- Direct Reports: Occasional interns
- Salary: \$58,000

### Attributes/Skills Required/Sought:

- Have solid experience curating a custom WordPress website
- View communication through a customer-service lens, where other staff and foundation constituents are clients
- Be a lifelong learner with genuine curiosity about people and the community
- Possess excellent writing skills, including spotless grammar and strong editing skills
- Ability to work on multiple assignments over the course of a day or week, and shift gears as needed
- Desire to meet new people and interview them about their lives

- Stellar organization skills
- Ability to work independently and take ownership of your role in a project.
- Competency in Microsoft Office, Wordpress, and Adobe Creative Suite

Experience/Education Required/Sought:

- A Bachelor's Degree in Professional Writing/Journalism, Communications, or related field
- At least five years of experience related to the activities outlined above, either on the job or through a combination of work experience, internships and/or volunteering