

Posting: Communications Coordinator

Networks Northwest is seeking a full time Communications Coordinator. As a Communications Coordinator, you will publicize programs of Networks Northwest, including Northwest Michigan Works!, Community Development, Jobs for Michigan's Graduates, OS Reentry, APEX Accelerator, and more. Efforts will highlight the impact of program success on individuals, businesses and communities; with special emphasis on writing, and media relations.

Responsibilities of this position include, but are not limited to:

- Interview participants and staff and photograph and/or video workshops, events and participants in various programs.
- Develop graphics for publication online and in print for program promotion.
- Edit video and photographs as needed prior to posting on the website.
- Collaborate with program staff to write success stories and publish or submit them as appropriate.
- Recognize target audience and craft messaging as appropriate.
- Collaborate with program staff to write news releases and other public information pieces.
- Coordinate the agency's monthly e-newsletter, including writing content and distributing.
- Manage multiple social media accounts for maximum exposure to programs and services.
- Provide event support – pre, during and post – including onsite support such as videography, photography, and logistics.
- Maintain a schedule of regular communication activities, combined with responsiveness to last-minute needs and shifting of priorities.
- Serve as the agency's primary representative on the statewide Communication User Group through the Michigan Works Association.
- Oversees corporate communications and branding in various online and print platforms.
- Oversees the development and maintenance of the corporate website including methods to deliver messages, ease of navigation, and clarity of information; ensures that all content is current and relevant.
- Provides consistent and timely information to employees through various communications programs.
- Provides suggestions concerning graphics, clarity, distribution, and press releases to the CEO for preparation of the annual report.

Required Qualifications, Knowledge, Skills, and Abilities include:

- Bachelor's Degree required.
- Outstanding oral and written communication skills.
- Consistently provides attention to detail.
- Proficiency in Microsoft Office software.
- Ability to interview effectively, put people at ease and elicit information necessary for the story.
- Demonstrated skills in public information writing.
- Demonstrated expertise in graphic design.
- Demonstrated expertise in multi-tasking and maintaining flexibility while still completing work on schedule.
- Ability to view the position's customers as both internal and external.
- Excellent interpersonal skills.
- Ability to work with management, employees, media, and the larger community.
- Ability to coordinate efforts of various teams in order to present a coherent message.
- Possession of a valid driver's license and insurable to drive agency vehicles.

Benefits:

This is a full-time salaried position. The employee is entitled to the Networks Northwest benefits package that includes: comprehensive health, dental, and vision insurance with employer paid premiums; life insurance; disability insurance, employer paid deferred compensation retirement package; paid vacation, sick leave, personal days, and holidays.

How to Apply:

Interested candidates please email **cover letter** and **résumé** by July 12, 2024 to: Cristal Guinan at cristal.guinan@networksnorthwest.org. Learn more about Networks Northwest! and the job posting at [Careers : Networks Northwest](#)

Networks Northwest/Northwest Michigan Works Northwest is an Equal Opportunity Employer.

Network Northwest/Northwest Michigan works provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.