CHN Housing Partners

Communications Coordinator

REPORTS TO: Strategic Communications Manager

POSITION SUMMARY:
This position will be responsible for coordinating stakeholder and media-related communications, special events and other assignments to assist in the overall effectiveness of organization’s communications efforts. This position relates to stakeholder, funder and media relationships rather than client-related programs.

Responsibilities include:
- as webmaster, coordinate website enhancements; maintain and update content
- assist in the planning and execution of special events
- manage salesforce database; keep information current
- design and coordinate production of collateral materials
- provide support to the Strategic Communications Manager

Required qualifications include:
- Bachelor’s degree in marketing, communications or related field
- 2-5 years experience coordinating and executing communications and planning events
- proven track record of managing websites and electronic communication; some database experience required
- must have planned and managed successful events
- working knowledge of InDesign, Photoshop and Salesforce a definite plus
- proven computer skills including experience with Publisher, Excel and WorkPress
- demonstrated ability to write -- writing samples required

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to SDurda@chnhousingpartners.org or via mail to Cleveland Housing Network, 2999 Payne Avenue, Human Resources Cleveland, OH 44114
M/F/V/D/EOE