



North Carolina Coastal Federation

Working Together for a Healthy Coast

TITLE: Communications Specialist

CLASSIFICATION: Full-time, exempt

SALARY RANGE: \$32,000 to \$48,000

SUMMARY: The Communications Specialist position is based in the Headquarters Office in Ocean. The primary responsibility of the communications specialist is to work with the communications team to promote a positive public image and plan, create and disseminate outreach messaging about the federation's work. This involves cultivating and enhancing meaningful relationships with targeted audiences, including media, potential members and the public.

PRIMARY RESPONSIBILITIES:

- Communications
- Social Media Management
- Web Content Management
- Marketing Materials
- Design

ESSENTIAL FUNCTIONS:

- Implementing organizational marketing and communications plan
- Ensuring consistent messaging through standardized communications protocol
- Coordinating organizational branding across programs
- Managing website content and updates
- Developing digital and print graphics, short videos and marketing materials
- Managing social media communications and media relations
- Collaborating with staff to promote events and developing press releases

AUTHORITIES:

- To report directly to the deputy director on all communication matters
- To work with the communications team
- To make journalistic style editing decisions
- To have a commitment to the mission of the federation

COMPETENCIES:

- Public Relations
- Writing
- Web Design
- Social Media Platforms
- Marketing
- Basic Videography
- Oral and Written Communications



EDUCATION and EXPERIENCE:

- Bachelor's degree in public relations, communications, journalism or relevant field or equivalent experience
- Previous positive experience as communications specialist or similar position preferred
- Experience and knowledge in writing, proofreading and editing
- Experience and proficiency in social media platforms, web design and content production
- Excellent communication, interpersonal and presentation skills
- Solid organizational and time-management skills

To Apply: Submit a cover letter, resume and brief writing sample by August 20, 2019 to:

Mail

North Carolina Coastal Federation
3609 Highway 24 (Ocean)
Newport, NC 28570

Email

nccf@nccoast.org

For electronic submissions, include *Communications Specialist* in the email subject line

NO PHONE CALLS PLEASE

Equal Employment Opportunity

The North Carolina Coastal Federation is committed to equal opportunity in employment. The Federation actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry, or other status protected by law.