



Job Opening

POSITION:	Communications Coordinator
CLASSIFICATION:	Regular, Full-Time, Non-Exempt/Hourly 37.50 Hours/weekly
LOCATION:	Pillsbury United Communities Executive Office 125 West Broadway Suite 100, Minneapolis, MN 55411
CLOSING DATE:	July 18 th , 2016
ORGANIZATION WEBSITE:	www.puc-mn.org

ORGANIZATION SUMMARY:

Pillsbury United Communities (PUC) works with underestimated populations across Minneapolis to foster the resilience and self-sufficiency of individuals, families, and the community as a whole. PUC is creating a new model for social services by designing solutions that address a spectrum of intersecting needs—from education to employment to health—while continually investing in the Agency's capacity to innovate and improve. Founded in 1879, PUC's interconnected system of programs, community centers, and social enterprises connect with over 63,000 people each year. PUC's mission is to create choice, change, and connection.

JOB SUMMARY:

Join an organization that is making a difference in Minneapolis and throughout the metro region. Do you have advanced graphic design skills and experience with web sites and social media? The Communications Coordinator will take key leadership roles in each of these areas, operating with a high level of independence and creative discretion. We're looking for a person with a range of skills to create effective content, graphics and documents while maintaining websites and social media outlets.

All agency employees must be able to work effectively in a mission-driven agency whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality and religion.

JOB RESPONSIBILITIES:

- Develop and coordinate content for website properties, social media, and emails.
- Support agency branding strategies, including graphic design, marketing materials, video and digital signage support.
- Design, produce and distribute documents including newsletters, annual reports, letterhead/envelopes, flyers/posters, brochures, signage and other publications. This includes working with print vendors and mail-houses.
- Prepare graphics and photographs for distribution. Create charts, graphics and infographics to demonstrate impact of agency services.
- Contribute content to print and electronic newsletters, print publications, brochures and posters as writer and photographer.
- Collaborate with development department regarding donor communications efforts.
- Assist with event planning and execution.
- Support internal communications efforts.

REQUIRED QUALIFICATIONS:

- Knowledge and skills with website maintenance and development. Experience with web sites built on the Drupal and Wordpress platforms preferred.
- High level of social media savvy and content marketing on channels such as Facebook, Twitter, YouTube.
- Visual content creation through Adobe Creative Suite and experience with InDesign, Photoshop and Illustrator to create publications.
- Technical proficiency with Microsoft Office programs including MS Word and PowerPoint.
- Photography and multimedia production and/or editing experience preferred, but not required.
- Ability to work independently and within a team setting.
- High attention to detail and ability to manage multiple projects.
- Demonstrated storytelling skills and experience in publishing content
- Ability to interact effectively with persons from different cultures, socio-economic backgrounds and languages.
- Ability to problem solve under demanding conditions.

- Bachelor's Degree (B.A. or B.S.) in communications, marketing, graphic design, advertising or related field or equivalent experience.
- 1-2 years of experience working in marketing, communications or social media preferred.

ADDITIONAL INFORMATION:

This position is located at the Executive and Development office, an accessible and smoke-free building. This position works during regular business hours but may include evening and/or weekend hours with advanced notice. Starting rate for this position is \$19.00/hour and varies depending on experience.

Pillsbury United Communities is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. Pillsbury United Communities prohibits discrimination against employees, applicants for employment on the basis of age, race/color, disability, marital status, national origin, religion, sex, gender identity, sexual orientation, familial status, genetic information or veteran's status.

Our organization has a partnership with MACC Alliance/ MACC CommonWealth (MACC) to provide administrative services including management of the recruiting process. If you apply for this position, you may see references to MACC in some online materials. You may also be contacted by a MACC employee to conduct or schedule an interview.

APPLY ONLINE:

https://rew11.ultipro.com/MAC1006/JobBoard/JobDetails.aspx? ID=*03B285C468AC86FD