



**Kingdom Builder's Family Life Center
Announcement of Open Position
Community Relations/Communications Coordinator**

Posted: November 18, 2021

Salary: \$18 an hour + benefits package available after probationary period

Reporting to the Human Resource Director

Classification: Regular, Full Time (40 hours), Exempt **Deadline:** Open until filled

Submit a cover letter, resume, and an employment application to careers@kbflc.org

Position Summary:

The Community Relations/Communications Coordinator will be responsible for executing a wide range of communication tasks to support larger organizational goals as identified throughout organizational strategic plan and contractual obligations. You will provide administrative, planning and content development support to the outreach/communication team across campaign, event, and partnership engagement functions.

DUTIES AND RESPONSIBILITIES

- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
- Prepare an annual budget for community outreach activities.
- Nurture new and old relationships with collaborative partners.
- Schedule regular outreach exhibitions in the community and educate employees on community responsibility.
- Prepare accurate records and reports on the goals of the fundraising plan.
- Coordinate with internal stakeholders and design agency to deliver, edit, and optimize marketing materials
- Ensure website is updated regularly and is easy to navigate; coordinate and implement any revision/update of the site with web designer only when needed.
- Coordinate with staff and other stakeholders to deliver content via social media, e.g. Facebook, Twitter, Instagram, and YouTube, e-mail and direct mail.
- Monitor and provide customer service feedback on social media handles, Yelp, Trip Advisor and google reviews.
- Facilitate all marketing and communications projects and initiatives.
- Coordinate and deliver email, newsletters, and campaigns
- Create and deliver press releases; develop fresh story ideas for media relations content
- Edit and update marketing collateral
- Interface with governmental organizations, potential sponsors, and volunteers to help weave together a cohesive, strong whole equipped to meet the needs of the community and the mission of the organization.
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- Facilitate organizations blog with accessible, permanent posts for both education and engagement, possibly including personal narratives and guest authors

- Oversee a professional donor management system.
- Assist in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.
- Managing the organization's public relations and overseeing all their activities
- Developing and implementing publicity strategies for the organization program and services, including a crisis management strategy
- Developing and implementing organizational publicity strategies for organization events
- Creating and managing a PR plan, including budgets, timelines, etc.
- Analyzing all media coverage of the organization and drafting appropriate responses
- Create a content calendar for the organizations' social media.
- Organizing promotional events such as press tours and conferences
- Representing the organization at press conferences, interviews, etc.
- Additional duties as assigned

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How to apply: submit cover letter and resume to careers@kbflc.org.
 You can also apply online at: www.kbflc.org