



Early Learning Coalition of Broward County, Inc. Job Description

Position: Communications Manager

Reports to: Chief Operations Officer

FLSA Status: Exempt

Position Status: Full Time

JOB SUMMARY: The Communications Manager will be skilled in all forms of traditional and social media, will have excellent written and verbal communication skills, and will be highly organized with strong analytical skills. These skills will be put to use to communicate to the ELC's board of directors, the child care provider community, and the community-at-large, through board member briefings and meeting packets, newsletters, press releases, Facebook postings, Twitter feeds, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop any/all print and online communications on behalf of the ELC to the general public.
- Develop and distribute provider, parent and employee newsletters and outreach materials.
- Manage the ELC website and other social media content.
- Develop all collateral materials having to do with ELC services, ensuring appropriate branding.
- Create new methods for communication to child care providers and parents based on any new technology and/or social media platform creation.
- Develop and oversee marketing style guide for internal and external communications.
- Take a lead role in the creation of any/all print materials for events, conferences,

trainings hosted by the ELC.

- Perform all other duties that may be necessary to maintain the success of the organization

COMPETENCIES:

- Excellent public speaking skills
- Adaptability in digital/social media
- Strong organizational, project management and planning skills
- Communication Proficiency
- Ethical Conduct
- Business Acumen
- Technical Capacity
- Good judgement
- Team Player
- Exceptional skills in writing/editing, and content creation for various types of media

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates in a professional office environment. This position will be expected to work in public venues to support ELC related events.
- This role uses commonly used applications that include: Microsoft Office Suite, E-mail, and current state data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle
- Able to sit for extended periods of time
- Regularly required to walk and reach with hands and arms
- Required corrected vision and hearing to normal range

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a Full Time position.

- The office hours of work are typically Monday through Friday, 8:30 am- 5 pm. This position may work nights, weekends and holidays.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in English, Journalism, Marketing, Communications, or a related field
- A minimum of 3 years of proven experience managing communications and social media platforms

TRAVEL:

- Travel is required and may include outside the local area and overnight.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Level II background check
- Drug test
- E-verify
- Educational verification
- Valid Florida driver's license and proof of insurance; and
- Ability to maintain Florida driver's license throughout employment required

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.