



Joseph H. Firth Youth Center
108 Fleming Drive, Phillipsburg, NJ 08865
Phone: 908-454-7281 ♦ Fax: 908-454-8814

Director of Communications (Non-Profit) **JOB DESCRIPTION**

BOARD OF DIRECTORS

Jeffrey Russo, President
Maija Stone, Vice President
Donna Schaare, Secretary
Michael Pintabone, Treasurer
Jack Budd
Robert Gould
Brian Hajdu
Deborah Hosbach
Mark Reda
Brian Tipton
Amanda Shepherd
Michael Weirsky

EXECUTIVE DIRECTOR

Kelly Post-Sheedy

Job type: Full-time

Requirements

- Minimum of Bachelor's Degree from an accredited college or university
- Two years of communications experience
- Flexible schedule depending on programs. Some nights/weekends required.

Desirable Knowledge or Skills

- Excellent interpersonal skills with employees, volunteers, and families
- Proficient skills in Microsoft, Digital Media Software, Adobe, Social Media
- Excellent written communication skills
- Website maintenance and design

Responsibilities

- Oversee all digital properties including the website, social media platforms (Facebook, Instagram, Twitter, etc.), multi-media production, image and video libraries.
- Design all marketing materials for the organization, including grants, programs, and fundraising initiatives
- Create social media segments to be transparent and engaging with followers, such as Employee Spotlight, Program Spotlight, Donor Spotlight, etc.
- Design all marketing materials for events, including the Annual Banquet (sponsorship brochures, video, tickets, program booklet, postcards, signage)
- Write all press releases pertaining to the organization
- Write articles for the website and share social media across all channels
- Maintain website, updating regularly with new content
- Create and maintain weekly e-Newsletters
- Assist with fundraising events, donor relations, and advancement
- Design Annual Report each year from start to finish
- Represent the organization at social functions and all community outreach opportunities
- Update Personnel Handbook and all employee communication tools
- Works closely with the Executive Director, Project Coordinator, and Program Director to effectively market organization story and programs to prospects
- Works closely with the Leadership Team and participates heavily in the planning of events and fundraisers throughout the year
- Complete tasks related to the development and growth of the organization
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Support the mission and goals of the Firth Youth Center

Salary range: \$52,000-\$56,000 *(to commensurate with experience)*

Interested and qualified candidates should forward a resume to kellys@firthyouthcenter.com.