

Job Title	Communications Coordinator
Reports To	Communications Manager

Job Purpose

The Communications Coordinator (CC) carries out key functions supporting successful delivery of communications functions across all platforms; and essential administrative and data functions. Report to the Communications Manager.

Duties and Responsibilities

Communications

- Design and oversee the production of print and electronic communications
- Social media posting, management and analytics
- Management of websites, ensuring completion of essential tasks across the agency
- Ensure brand assets are up-to-date and accessible organization-wide

Administration

- Proofreading support across the organization
- Prepare correspondence, publications, grant proposals and reports as directed
- Support fundraising activities as needed
- Assist with data entry and document management
- Assist with reporting and outcomes tracking
- Other duties as assigned

Qualifications

- Proficiency in O365, Excel, Salesforce, SharePoint, Adobe applications including Photoshop, Illustrator, and InDesign, social media platforms and social media publishing platforms, website management tools
- Exceptional organizational and time management skills
- Strong interpersonal skills, fostering a team environment with colleagues and partners
- Ability to meet deadlines and deliver quality work with flexibility and adaptability to evolving priorities and deadlines
- High level of professionalism
- Confidentiality and use discretion in all interactions
- Excellent oral and written communication skills, multi-lingual a plus
- Proficient in graphic design, editing and proofreading
- Prior experience managing social media and websites
- Commitment to advancing MHAMD values, mission and goals
- Must submit to a background check

Compensation Information and Position Classification

Full time (40 hours per week), \$55,000 - \$60,000 (salary based on experience), non-exempt and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

General Conditions

- Monday – Friday generally, with ability to flexibly perform activities weekends and evenings.
- Capability to sit or stand for extended periods as necessary to carry out job responsibilities effectively.
- Proficiency in lifting objects weighing up to 25 pounds when required to fulfill job duties.
- Availability of a designated home office space equipped for conducting confidential business, with secured access to high-speed internet for remote/hybrid employment.
- Have available/access reliable transportation to ensure punctuality and accessibility to various work locations, along with valid driver's license and active automobile insurance coverage.

Eligible Work Arrangement

Remote/Hybrid Position

Travel Requirement

Ability to travel throughout the State of Maryland and attend out-of-state conferences as required

Location

State of Maryland

MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.