



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

COMMUNICATIONS ASSOCIATE

Department: Communications
Location: Raleigh, NC
Supervisor: Director of Communications

Salary Grade: 5
Salary Range: \$34,146 - \$49,512
Classification: Non-exempt

SUMMARY:

Reporting to the Director of Communications, the Communications Associate (CA) supports the department's efforts to provide high-quality, thoughtful print and digital materials that further Habitat's strategic communications goals. In addition to creating and managing branded print materials and signage, the CA also liaises with the Office Manager to coordinate the logistics for special events and board/staff meetings. The CA supports department goals by assisting with the creation of digital content, gathering stories, taking photos and helping maintain the departmental drive.

This is a Full Time Non-Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and special events. The CA will likely spend on average at least five days per week, Monday – Friday (40 hour work week with 8 hours days).

ESSENTIAL FUNCTIONS:

- Develop print collateral, signage, event materials and Powerpoint presentations for various Habitat Wake departments and stakeholders;
- Perform administrative tasks such as maintaining department inventory of letterhead, envelopes, thank-you cards, business cards, plaques, brochures and other printed materials; drafting meeting agendas/notes; submitting invoices; and maintaining and organizing the Google Drive;
- Prepare social media/volunteer toolkits and other digital content for Habitat Wake partners;
- Support communication team efforts to gather photos, record video and capture testimonials;
- Support Director of Communications in preparing board reports and materials and setting up for board meetings;
- Coordinate with Office Administrator to manage board/staff meeting logistics, technology and catering;
- Serve as communications liaison on the home dedication planning team;
- Manage organization-wide calendar;
- Offer special event support;
- Support Communications team story-telling efforts by occasionally creating content including writing blog posts, compiling article links and drafting social posts; and
- Track and compile all media coverage of Habitat Wake and the ReStores.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellent verbal and written communications skills;

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- Willingness to work with a variety of diverse stakeholders;
- Proficiency in Adobe InDesign, Photoshop, and Illustrator;
- Basic photography, photo editing, and video editing skills;
- Proven organization skills, including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Flexibility, diplomacy and a sense of humor;
- Critical thinking, problem solving, accuracy and attention to detail;
- Access to transportation and a clean driving record; and
- Superb technical skills and willingness to learn new software programs and applications.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Journalism, Communications, Graphic Design, Marketing, Public Relations, or related field;
- 3-5 years professional experience;
- Excellent communication and public relations skills with a strong passion for the organization's mission;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail;
- Available for occasional work events on weekends and evenings.

APPLICATION PROCESS:

- If interested, please email a cover letter and resume to: olivia.bowler@habitatwake.org and edmundoyanez@habitatwake.org

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

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