



COMMUNICATIONS COORDINATOR – JOB POSTING 2024

POSITION SUMMARY:

The Communications Coordinator (Full-Time, Exempt) is responsible for executing Kids Cancer Alliance's communications strategy to enhance awareness, engagement, and support for our programs. Communications Coordinator will manage a wide range of communications activities, including but not limited to: website, social media, public relations, content creation, emails, newsletters, and donor appeals and communications. Reporting to the Executive Director, this role ensures consistent branding and messaging across all platforms to effectively convey the organization's mission.

RESPONSIBILITIES:

Content Creation:

- Develop compelling content for newsletters, press releases, flyers, social media, website updates, and fundraising campaigns.
- Collaborate with program staff to highlight impactful stories and program achievements.

Social Media Management:

- Manage and grow KCA's social media presence and engagement.
- Develop a content calendar and create engaging posts to promote programs, events, and campaigns.

Public Relations:

- Works with Marketing Committee to write and distribute press releases, coordinate media outreach, and maintain relationships with local media outlets.
- Monitor media coverage and identify opportunities for storytelling and exposure.

Branding and Messaging:

- Ensure consistent branding across all communication channels.
- Develop materials such as brochures, flyers, and event invitations.

Event & Program Promotion:

- Assist with promoting programs, special events, fundraisers, and volunteer opportunities.
- Collaborate with team to ensure messaging aligns with the organization's goals.

Analytics and Reporting:

- Track and analyze communication metrics to evaluate the effectiveness of campaigns.
- Provide regular reports on audience engagement and reach.

Assist fundraising and program staff with events and other appropriate duties as assigned.

QUALIFICATIONS: The ideal candidate demonstrates:

- Bachelor's degree in Communications, Marketing, Public Relations, or a related field
- Minimum of 2 years of experience in communications, marketing, or a similar role, preferably in the nonprofit sector.
- Excellent written and verbal communication skills.
- Proficiency in social media platforms, content management systems, and graphic design tools (e.g. Canva, Adobe Creative Suite, WordPress, G-Suite, Constant Contact or similar).
- Strong organizational skills and ability to manage multiple projects and deadlines.
- Ability to convey KCA's mission effectively to diverse audiences.

- Ability to collaborate with and motivate staff, volunteers, donors and committee members.
- Flexible schedule, as some evenings and weekend work is required; overnight travel may be required on occasion.
- Authorized to work in the U.S. and must consent to and pass national background check
- Requires valid driver's license and reliable means of transportation as some regional travel is required
- Proof of COVID-19 vaccination required

ABOUT KIDS CANCER ALLIANCE, INC.:

Mission: The mission of Kids Cancer Alliance is to enhance the quality of life for children with cancer and their families through recreational and support programs.

Values:

- *Community:* We put our community first as we act with compassion towards others. We build and collaborate in our work, so it showcases magic, adventure and fun. Our mission is the heart of all we do.
- *Integrity:* We are honest and fair, trustworthy and reliable. We are accountable for our actions, are good stewards of our resources and act in transparency. We do the right things for the right reasons.
- *Respect:* We are inclusive, value one another and practice open and honest communication. We treat others how we want to be treated and are sensitive to individuals and their situations.
- *Excellence:* We strive to be excellent in all that we do and to be the best we can be. We are innovative and adapt well to change, are open to feedback and are dedicated to continuous improvement.

Vision: Every child and family impacted by childhood cancer in our region is empowered, supported and hopeful.

COMPENSATION:

Annual salary range of \$39,000-45,000 (based on experience) and a competitive benefits package. This is a full-time salaried position with a flexible schedule, averaging approximately 40 hours per week.

APPLICATION PROCESS:

Interested and qualified candidates should apply at www.kidscanceralliance.org/jobs

No phone calls or drop-ins.

Two professional references will be requested during the selection process.

Applications will be accepted until December 31, 2024 but the position will remain open until filled. Interviews will be conducted on a rolling basis.

To learn more about Kids Cancer Alliance, visit www.kidscanceralliance.org.

Kids Cancer Alliance, Inc. is an Equal Opportunity Employer