



COMMUNICATIONS COORDINATOR

The Communications Coordinator is a member of the Cancer Support Community's Communications team, which oversees all external marketing and communications campaigns for the organization, including but not limited to: social media, email marketing, media relations, cause marketing and production of the organization's weekly radio show.

As the largest professionally led nonprofit network of cancer support worldwide, the Cancer Support Community is dedicated to ensuring that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community. The Cancer Support Community achieves its mission through three areas: direct service delivery, research and advocacy. The organization includes an international network of Affiliates that offer the highest quality social and emotional support for people impacted by cancer, as well as a community of support available online and over the phone. The Research and Training Institute conducts cutting-edge psychosocial, behavioral and survivorship research. The Cancer Support Community furthers its focus on patient advocacy through its Cancer Policy Institute, informing public policy in Washington, D.C. and across the nation. For more information, visit www.CancerSupportCommunity.org.

The ideal candidate for this position is a strong writer with 1-2 years of relevant experience in an integrated marketing communications, public relations, or similar setting.

MAJOR DUTIES AND RESPONSIBILITIES:

- Leads and manages the organization's social media presence on Facebook, Twitter, Instagram, YouTube, Pinterest and other digital channels
- Produces the *Frankly Speaking About Cancer* weekly radio show, securing guests, creating interview questions and developing promotions
- Produces copy and layouts for email marketing campaigns using Constant Contact and similar platforms
- Writes compelling content in a variety of formats, including blog posts, social media posts, press releases, radio show scripts and more
- Develops and updates brochures, flyers and other print collateral
- Plans and implements public relations campaigns to support the mission of the organization
- Ensures adherence to Cancer Support Community brand guidelines across all internal and external communication channels
- Manages multiple projects at a time with an acute attention to detail
- Hires and supervises several interns during the year, providing tasks and feedback and managing workload
- Available to travel as needed
- Additional communications duties as assigned

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in public relations, communications, marketing, graphic design, or a related field
- 1-2 years of professional experience in an integrated marketing communications, public relations, or similar setting
- Proficiency in Microsoft Word, Excel and advanced understanding of Microsoft Office PowerPoint
- Experience with a variety of social media platforms
- Experience with Constant Contact, Salsa, or similar email marketing platforms
- Experience with Adobe InDesign, Illustrator and Photoshop a plus
- Experience with Drupal a plus
- Experience with Sprout Social a plus
- Excellent written and verbal communication skills
- Ability to work well with a team as well as across other departments
- Valid driver's license
- Availability and willingness to travel up to 15% of the time as necessary

Interested parties should submit a cover letter, resume, writing samples and salary requirements to careers@cancersupportcommunity.org. Applications without writing samples or salary requirements will not be accepted.