



## **Communications Manager Job Description**

### **Overview**

The Communications Manager is responsible for planning, creating, and implementing the primary communications of the Tillamook Area Chamber of Commerce. Communications may be internally or externally focused and may also use web, social, digital and print medias.

The Communications Manager is open to those seeking a part-time, up-to 30 hours-a-week, position. Position requires consistent and regular in-office commitment and remote working capabilities. Position has additional hourly growth opportunities as organization needs allow.

### **Reporting**

The Communications Manager works as part of a team with staff who regularly support and assist each other and works under the general direction of the Chamber's Executive Director. The Executive Director will review the Communication Manager's work for progress, effectiveness and conformity with established objectives, standards, and policies.

### **Primary Responsibilities**

- Follow and update the Chamber's communications plan to ensure effective cross-platform communications for organizational and tourism needs.
- Create and maintain an editorial calendar for organizational and tourism needs.
- Assist in the marketing and coordination of events as needed.
- Write news columns, press releases and blog posts as determined by communications plan and as needed.
- Proof and edit written materials produced by staff team.
- Manage website content, functionality and awareness; may include directing web developer.
- Maintain and build all social media channels associated with the Chamber; may include directing a contracted social media manager.
- Produce or direct advertisements, publications and collateral pieces for programs and events.
- Fulfill email newsletter communications as determined by communications plan and as needed.
- Manage all membership and business recognition programs.
- Produce, director and/or obtain all video production for internal and external uses.
- Take or obtain general photography needs.

- Manage photography and video asset library through an effective platform.
- Other duties as assigned by Executive Director.

### **Preferred Experience**

- High level proficiency in:
  - WordPress, Constant Contact, Flickr, YouTube and other online software and systems for management of online content
  - Adobe Creative Suite, including InDesign, Photoshop, Illustrator and Premiere
  - Graphic design
  - Video editing
  - Social media management and advertising.
- Amateur photography proficiency.
- Professional or amateur journalism experience.
- Marketing experience or demonstration of a strong grasp of basic marketing concepts.
- Associates degree or higher.

### **Minimum Requirements**

- Entry level proficiency or ability to quickly learn:
  - WordPress
  - Constant Contact
  - Other online software management systems, including but not limited to Flickr, YouTube, DropBox
  - Adobe Creative Suite software, including InDesign, Photoshop and Premiere
  - Social media management and advertising
- Proficiency with graphic design, photography and video editing
- Proficiency in Microsoft Office Suite, including Outlook.
- Valid driver's license and reliable transportation.
- Ability to pass drug screen and background check prior to hire and at random through employment.
- Travel by car and air as required, with occasional overnight stays. (expenses paid)
- Demonstrated dependability and reliability with respect to timeliness, attendance, follow-through, and ability to work independently and efficiently.
- Willingness and ability to actively correspond via email, phone, and text message seven days a week during regular business hours.
- Willingness to learn preferred skills as needed.
- Demonstrated ability to:
  - Work independently and be self-motivated.
  - Communicate clearly, effectively, and responsively.
  - Think critically.
  - Exercise diplomacy.
  - Stay organized – personally and for events
  - Recognize sensitive/political situations and act accordingly.

- Convene stakeholders and facilitate discussion.
- Speak comfortably in front of large groups.
- Manage multiple projects, set priorities and shift priorities as needed.
- Perform comfortably in a largely self-directed work environment.
- Conduct themselves professionally at all times.
- Conduct themselves in accordance with TACC policies and procedures.

### **Work Environment and Physical Demands**

The majority of the position is performed in a typical office setting or remotely, whether that be home, coffee shop, or at the Chamber Headquarters. The position is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.

Occasional travel includes local and regional meetings.

This position may regularly require evening and weekend work.

The employee must occasionally lift and/or move up to 25 pounds, and infrequently lift and/or move up to 75 pounds.

Continuous mental and/or visual attention; the work is either repetitive or diversified requiring visualizing, planning, laying out, or otherwise performing involved and complex tasks.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards and telephones.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Salary and Benefits**

The starting salary offered to a prospective employee will range from \$18-22 per hour and be dependent on experience and qualifications. A generous predetermined number of paid personal days will be offered in lieu of sick days/vacation days as specified in the TACC Employee Handbook. Retirement match up-to 3% is available after 90 days of employment. Expense account provided for business travel and meals.

The Chamber values family and friendships and strive to reflect that in our workplace culture. The Chamber has many unconventional benefits that allow staff to be comfortable, energized, and flexible with their time working.

### **To Apply**

Position open until filled. To apply for this position, send cover letter and resume outlining your interest and qualifications by email to [justin@tillamookchamber.org](mailto:justin@tillamookchamber.org).