

VISION

Every Arizonan has a safe, affordable place to call home.

MISSION

Arizona Housing Coalition (AZHC) is a collaborative association that leads in the efforts to end homelessness and advocates for safe, affordable housing to all Arizonans.

Arizona Housing Coalition

Speaking Up for Home and Hope The



Employment Opportunity: Communications Manager

Description: The Arizona Housing Coalition is a statewide organization - a collaborative association that leads in the efforts to end homelessness and advocate for safe, affordable homes for all Arizonans. We seek a creative and skilled professional to coordinate and implement communications across our organization to support events, fundraising, advocacy campaigns, and public awareness.

The Communications Manager will work closely with the Coalition team on multiple projects and will be expected to take initiative to both lead and support the team.

Essential Responsibilities:

- Collate and disseminate information on local, state, and federal best practices in affordable housing and homeless services, legislation of impact, and issues of concern to interested stakeholders.
- Manage website (Weebly) and social media (Facebook, Twitter, LinkedIn, Instagram) content— ensuring new and consistent information (article links, stories and events) is posted regularly for the Arizona Housing Coalition and Arizona Stand Down.
- Create collateral materials related to the Coalition, including events and communication pieces, invitations and programs, monthly online newsletters, weekly info posts, donor solicitations, and annual report.
- Measure performance of marketing efforts using a variety of analytics tools (Google Analytics, WebTrends, etc.).
- Coordinate and maintain a communications calendar for the Coalition.
- Serve as initial contact for media and issue press releases.

Qualifications:

- Bachelor's degree or higher in communications, journalism, English or a related field.
- 1 – 3 years' professional experience in marketing and communications with an understanding of nonprofit organizations.

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- Excellent writing, editing, graphic design, and videography skills.
- Strong skills in Adobe Suite, InDesign, Illustrator, and Photoshop.
- Strong organizational skills, and ability to prioritize and manage multiple priorities and projects.
- Strong verbal communication skills and the ability to represent the organization's mission effectively to diverse constituents and the public.
- Self-starter, who is results-oriented with a commitment to accountability and follow-through.

Salary range is \$50,000 to \$55,000 DOE.

Arizona Housing Coalition is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We encourage applicants from all diverse groups to apply.

Send resume, cover letter and examples of previous work to to: info@azhousingcoalition.org for consideration.

You may mail also mail to:

Arizona Housing Coalition
1495 E Osborn Rd.
Phoenix, AZ 85014