

VISION

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

MISSION

The 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



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, advocacy campaigns and public awareness.

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

Salary range is \$48,000 to \$53,000.

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, Instagram) content—ensuring new and consistent information (article links, stories and events) is posted regularly for the Arizona Housing Coalition and Arizona StandDown.
- Create collateral materials related to the Coalition, including events and communication pieces, invitations and programs, monthly online newsletters, weekly info posts, and annual report.
- Measure performance of digital marketing efforts using a variety of web 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.
- Implement best practices for database hygiene and work with staff to ensure database (EveryAction) is being maintained in accordance with best practices.

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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.
- Excellent writing, editing and graphic design 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.

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're committed to attracting, developing, retaining, and promoting a diverse workforce, and infusing diversity, equity and inclusion throughout our internal and external practices. We encourage people from underrepresented backgrounds and all walks of life to apply. Though our central office is located in Phoenix, we serve all of Arizona, and this position is open to residents throughout the state.

Send resume and cover letter to: info@azhousingcoalition.org.

You may also mail your resume and cover letter to:

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