



## **BLDG Memphis Position Description – Communications Coordinator**

### ***Summary***

BLDG Memphis is a coalition for organizations and individuals who support the development and redevelopment of safe, healthy, and attractive neighborhoods throughout the Memphis region. We are seeking a qualified individual to successfully plan, manage and implement internal and external communications in support of the organization and its programs – Capacity Building for Community Development Corporations (CDCs) and Advocacy & Engagement.

### ***Reporting***

This position reports to the Executive Director.

### ***Responsibilities:***

#### **Internal Communications**

- Create strategies to increase employee awareness and promote productivity, including the update and implementation of BLDG Memphis' communications plan.
- Ensure that employees are aware of changes and projects within the company.
- Distribute messages and internal memos, prepare print materials and presentations, and conduct meetings to share information.
- Develop print materials and branding strategies for employee use.
- As needed, direct marketing and public relations contractors and provide communications coaching for employees.

#### **External Communications**

- Serve as liaison with members, partner agencies, media, and other interested parties to build awareness of existing and new program offerings, and to discuss organizational changes in a way that attempts to maintain a positive image of the company.
- In coordination with the Executive Director, represent BLDG Memphis to stakeholders, interested parties, and the public.
- Develop and distribute materials that convey BLDG Memphis programs, priorities, and position on relevant issues.
- Other duties may include issuing press releases, arranging interviews, and compiling press kits.

#### **Program and Organizational Support**

- Collaborate with the Capacity Building Program Manager to deliver communications support for program offerings, and to help CDCs build their communications capacity by offering occasional training opportunities, coaching, and connecting of CDCs to communications partners.
- Develop benchmarks to track interactions and measure success in BLDG Memphis communications platforms, and suggest refinements as needed.
- Collaborate with the Advocacy and Engagement Program Manager to deliver communications support for projects and policy priorities.

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***Qualifications and Requirements***

- Bachelor’s Degree in communications, public relations or a relevant field is required.
- At least 5 years related work experience. Internships, fellowships, and volunteer work may be considered.
- Excellent written and oral communication skills.
- Comfortable using and learning typical productivity software and online communications platforms.
- Experience in graphic design and document preparation.
- Ability to work as part of a collaborative team.
- Adept at working with a diverse set of stakeholders, including neighborhood residents, nonprofit leaders, government officials, business leaders, and others.
- Energetic and enthusiastic, efficient and productive.

***Compensation***

To be determined in discussion with the selected candidate.

***To Respond***

Interested candidates should send their resume accompanied by a cover letter to [engage@bldgmemphis.org](mailto:engage@bldgmemphis.org). Resumes will be accepted until the position is filled.

***Workplace Diversity & Equal Employment Opportunity***

BLDG Memphis cultivates a work environment that encourages fairness, teamwork, and respect among all employees. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally.

BLDG Memphis is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, religion, sex, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, gender identity characteristics or expression, marital status, veteran status, or medical condition (for example, AIDS, ARC-related illness, or cancer) in hiring, promotion, demotion, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity is provided to all employees on the basis of qualifications and job requirements.

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