

Communications Manager
July 2008

Established, statewide non-profit agency in Raleigh, N.C. seeks qualified candidates for a new position to coordinate statewide communications and information activities. Full-time position reports to the Director of Programs.

We're looking for someone who can do a lot ... and do it well. A strong, creative writer who can manage a budget. A knit-picky editor with media buying know-how. A team leader and a team player. Some statewide travel required.

Responsibilities:

- Develop and manage annual scope of work and budget for agency communications, information and education activities
- Supervise Webmaster, distribution/shipping staff and communications assistant
- Guarantee communications/graphic standards
- Serve as in-house editor
- Consult with program staff to reach their communication objectives
- Write annual report, fact sheets, tool kits, press releases, electronic newsletters and Web pages
- Place media and coordinate media buys
- Supervise radio, television and video production

Qualifications:

- Masters degree in communications, marketing or related field; knowledge of social marketing a must
- Minimum of 5 years experience in an upper-level position with supervisory and budget management experience
- Experience with web-based communications, web design, on-line education and use of new technology
- Familiarity with health issues and racial/ethnic communities preferred
- Bilingual (English/Spanish) a plus

Compensation: Mid-fifties a year with full benefits

**Send resume and writing sample by August 15, 2008 to: jobs@ncealthystart.org
(Write COMMUNICATIONS MANAGER in the subject line) or:**

Job Search – Communications Manager
North Carolina Healthy Start Foundation
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