COMMUNICATIONS SPECIALIST

JOB DESCRIPTION

Strong Towns, a nationally-recognized non-profit organization, is seeking a communications specialist to assist with content creation, content distribution and public relations.

The mission of Strong Towns is to support a model of development that allows America’s cities, towns and neighborhoods to grow financially strong and resilient. We have over 750 members worldwide, including at least one in each U.S. state. Our influential blog and podcast reach hundreds of thousands annually and is shaping the national conversation on growth, development and the future of cities.

We need someone to help us meet the growing demand for our unique content as well as assist us in expanding our audience. Such a person will:

- Have excellent written and verbal communications skills.
- Be self-driven and motivated by the Strong Towns mission.
- Have the ability to work quickly and independently.
- Be familiar with public relations strategies, both traditional and new-media.
- Be comfortable with basic website editing, digital communications and social media.
- Be a creative and strategic thinker who enjoys working collaboratively with thought leaders.
- Be able to work collaboratively with a team across digital platforms.

Our team collaborates digitally from locations around the country; there are no locational requirements for this position. We have content deadlines and occasional event-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding and our organization is making a difference.

DUTIES

The position of Communications Specialist includes, but is not limited to, the following:

- Produce regular content for Strong Towns, including blog posts, features and publications.
- Curate content on the Strong Towns Strong Towns Blog. Coordinate the content-production efforts of our regular contributors, members, fellows and special guests.
- Distribute Strong Towns content with a focus on expanding the audience.
- Coordinate communications around events and other speaking engagements.
- Work with traditional and non-traditional media to expand the reach of the Strong Towns message.
- Handle media inquiries and coordinate media interaction.
- Periodic travel, estimated at two to four times per year, for events and other engagements.

COMPENSATION
This is a full time position that pays up to $45,000 per year. In addition, Strong Towns provides a defined contribution for health coverage and a matching contribution for retirement.

**TO APPLY**

If you are interested in this position, please visit [www.strongtowns.org/employment](http://www.strongtowns.org/employment) to start the application process. We are looking to fill this position by September 1, 2015.