



PROGRAMS & COMMUNICATIONS COORDINATOR

Scope of Work

This is professional level programs, communications, and public relations work related to the promotion of balanced and responsible growth. The Council for Quality Growth is a 35-year-old trade association representing the growth and development industry in metro Atlanta and Georgia. We bring the development community and policy makers together as we focus on long-range community planning, encouraging adequate government services, catalyzing consensus on growth issues, and convening discussion on responsible development.

Examples of Work

- Manage the Council's Advisory Committee programs by coordinating speakers, locations, website updates, e-mail marketing, registration, managing virtual logistics for online meetings, and catering/logistics when in-person for nine monthly meetings.
- Oversee Emerging Leaders Initiative operations including scheduling ELI board meetings, working with ELI board to plan ELI events and attending/orchestrating ELI events.
- Develop press releases and create event marketing collateral for Council programs and policy events.
- Assist in Council events including sponsor collateral, setting event logistics, and maintaining guest lists.
- Create and maintain Council social media strategy and execution.
- Program and create content for all Council e-blasts and announcements.
- Manage E-Communications calendar.
- Manage Council website.
- Assist with coordination and oversight of the Council's Internship Program as needed.
- Attend all Council Programs and assist as needed with event execution.
- Perform other duties as assigned and special projects as assigned.

Knowledge, Abilities and Skills Required

- Bachelor's degree or higher with coursework in communications, journalism, marketing, or other related areas.
- Minimum of two years professional experience in communications, marketing, event planning, public relations, social media management, and website maintenance a plus.
- Technologically proficient and highly skilled in all MS Office Suite, Adobe, Contact Management Systems, Social Media, and WordPress.
- General understanding of state and local government structure.
- Skilled in establishing priorities and ability to work independently with general instruction.
- Strong verbal, written, and interpersonal communication skills, and the ability to comfortably interface with Council members, strategic industry partner organizations, local, regional, and national policy makers, as well as corporate executives and community leaders.
- Must be a detail-oriented, team player willing to work in a small office environment, maintaining a positive and constructive attitude.

Compensation commensurate with skills and experience.

Division of Responsibilities:

Director of Membership & Programs: work associated with Council events, social media, website maintenance, membership, intern program, and marketing.

Senior Policy Analyst: work associated with the Advisory programs and marketing related to policy specific events.

12.10.2020