

AFT-Oregon, AFT, AFL-CIO

POSITION: Communications Coordinator

Job Summary: The Communications Coordinator manages the website, social media, public relations, and messaging for AFT-Oregon; provides editorial and literature assistance to all AFT-Oregon projects; and aids Locals in implementing robust communication programs.

Essential Duties and Responsibilities:

- Coordinates organizational communication needs.
- Develops, directs, and produces campaign communications, media strategy, member communications for organizing and recruiting purposes, benefits services, political action and other state programs.
- In collaboration with Leadership, craft communication strategies.
- Crafts messaging for internal and external campaigns.
- Produces content for publications.
- Acts as point person in public relations campaigns.
- Creates designs and layout for publications.
- Coordinates production of communication materials with vendors.
- Updates and maintains AFT-Oregon website, as well as assisting Locals with their websites.
- Maintains and develops relationships with members of media.
- Attends and photographs AFT-Oregon and Local events.
- Prepares materials for statewide events, such as Annual Convention and Leadership trainings.
- Leads workshops in area of communications for Locals.
- Aids Locals in creating and maintaining communication programs.

QUALIFICATIONS:

- Excellent verbal communications and writing skills (two writing samples required)
- Ability to communicate complex materials in a way that is accessible to a wide audience.
- Proven success of cultivating relationships with members of print, broadcast and online media.
- Through understand of design programs such as InDesign, Photoshop, Adobe and website management programs.
- Familiarity with the labor movement, education and social justice issues.
- Available on weekends and evening and have the ability to travel on occasion.
- Excellent time and project management skills.
- Bachelor's degree or four or more years of significant, demonstrable experience and/or training; or equivalent combination of education and experience.

COMPENSATION: In accordance with the staff collective bargaining agreement and experience.

APPLICATION: Submit letter and resume in pdf format via e-mail to Chief of Staff, Janella James AFT-Oregon, janellaj@aft-oregon.org

Position closes June 13, 2014