



Because we're stronger together®

Position Posting

Position Title:	National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families Communications Coordinator
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Summary:

Generations United's National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families is seeking a Communications Coordinator to join our results-oriented team.

Description:

The National Technical Assistance Center (NTAC) on Grandfamilies and Kinship Families is a new federally supported Center for integrating and improving systems and services for grandparents, other relatives and close family friends who raise children when parents cannot. The NTAC Communications Coordinator will be responsible for coordinating and creating resources and communications; disseminating NTAC resources; assisting with partner engagement in disseminating NTAC information; and monitoring branding and accessibility of NTAC materials for consistency and completeness.

Essential Functions, Duties, and Responsibilities include:

- Coordinate and help write press releases, statements, advisories, and other media materials
- Coordinate NTAC website development, maintenance and monitor website traffic performance
- Oversee and edit NTAC monthly internal electronic newsletter
- Assist with partner engagement in disseminating NTAC information
- Share NTAC resources with traditional and non-traditional outlets to each NTAC priority audiences, including diverse populations
- Conduct interviews and write stories and profiles for NTAC's use, including preparing ongoing NTAC updates for *Generations This Week*, Generations United's weekly e-news
- Coordinate media campaign plans and produce a variety of promotional materials for NTAC activities
- Monitor accessibility of NTAC materials by coordinating with 508 compliance consultant and translation services
- Ensure that the NTAC and Generations United branding and messaging stays consistent throughout all forms of media, products, and publications
- Other Responsibilities:
 - Proactively monitor media and make suggestions at internal "What's Happening Meeting" to share relevant articles and resources
 - Assist with organization-wide events planning
 - Other duties as assigned

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required (or preferred where noted).

- Minimum Bachelor's degree in communications, marketing, journalism, public relations, or related field preferred
- At least two years professional experience in a communications role for a nonprofit organization, public relations firm, association, or government agency
- Interest in issues impacting grandfamilies, including Diversity, Equity, and Inclusion (DEI), with experience in those issues preferred
- Excellent writing skills and ability to generate copy under tight deadlines
- High level of motivation, and initiative
- Strong interpersonal skills and ability to work effectively under pressure in both a team setting and individually
- Flexible, resourceful, attentive to detail and highly organized with ability to multi-task
- Social media skills and website writing experience preferred
- Knowledge of print, Internet, and audio-visual media in minority communities
- Well versed in Microsoft Office products and tech-savvy
- Strong professional ethics
- Support of Generations United's mission
- Ability to work in the Washington, DC headquarters office is strongly preferred - the office is currently open with remote work flexibility due to the COVID-19 pandemic

Working Conditions:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office setting. Interacts with staff, the public, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle, or feel and talk or hear. The employee is expected to use a handcart, move, or lift items up to 25 pounds. Running errands on foot is occasionally required. The vision requirement includes close vision.

Equal Employment Opportunity:

Generations United is committed to equal employment opportunity for all individuals. No employee or applicant for employment shall be discriminated against on the basis of race, color, religion, conscience, national origin, disability, age, and sex (including gender identity, sexual orientation, and pregnancy) and any other personal characteristic protected by federal, state, or local law.

Classification: Exempt

Status: 100% FTE

Reports To: NTAC on Grandfamilies and Kinship Families Director

Salary: \$48,000 annually with excellent benefits

Interested applicants should send a cover letter and resume to gu@gu.org by Wednesday, November 17, 2021.