



## Job Description

**Title: Communications and Membership Manager**

**Work Location: Lexington Park, MD**

**Position Status: Full-time**

### Company Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

### Position Description

The Communications and Membership Manager is responsible for managing and implementing communications to promote TPP and its objectives, and to strengthen the reputation of the organization. This includes creating TPP's weekly newsletter and graphics for TPP programs, writing articles and press releases, managing the content of TPP's web pages, and developing good working relationships with news media, partner organizations, members and the general public. This position manages website content and the membership database. The Communications Manager reports directly to the Programs Director.

### Responsibilities:

- Prepares web graphics, printed materials, slides and presentations
- Produces weekly TPP e-newsletter and stand-alone program announcements
- Works with TPP staff to develop and post content for TPP and STEM-link website, including calendar and news items
- Prepares press releases and marketing materials, including TPP annual report, to promote TPP and programs
- Maintains TPP social media accounts and ensures that the information is current and accurate
- Develops effective working relationships with local media to ensure accurate and timely coverage and broad visibility for TPP programs and serves as primary media point of contact for TPP
- Drafts talking points for the Executive Director and BoD President as required
- Coordinates with vendors to produce printed materials, signage, awards, etc.
- Attends all TPP events, takes photos and prepares news items to be posted to website
- Represents TPP at industry and other events as directed by the Executive Director and/or immediate supervisor
- Maintains newsletter email list and accounts
- Uploads photos to TPP Flickr page

- Uploads presentations and white paper to resource page, once authorized by speakers
- Assists Programs and Membership Director in maintaining TPP membership accounts and membership enrollment process
- Works with accounting staff to ensure accuracy of database, and membership status

### **Qualifications**

Position requires proficiency with Microsoft office tools (MS Excel, MS Word & PowerPoint) and Social Media platforms (FaceBook, LinkedIn, etc). The qualified candidate has experience using Adobe Creative Suite (Photoshop, Illustrator, InDesign, Lightroom), excellent writing skills, and a high level of initiative. The candidate also has knowledge of WordPress and experience working with content management systems. In addition, candidate will demonstrate creativity and ability to develop innovative, compelling and concise communication, as well as ability to take photos to be used for TPP publications and social media posts.

### **Desired Experience**

Ideal candidate will have basic to moderate understanding of webpage functionality and management (to work in collaboration with a web manager). In addition, candidate is comfortable using a DSLR camera.

#### *Preferred*

Bachelor's degree in Communications, Marketing, Public Relations or Business

### **Special Position Requirements**

Occasional travel may be required. Some early morning and evening programs will require adjustment to normal work hours.

### **Work Environment**

The majority of the position will be performed in an office environment requiring the employee to communicate through email, phone, and in-person with co-workers, members, clients, etc. This position requires sitting at a desk for long periods of time with occasional periods of standing and walking at events. While performing the responsibilities of the job, the employee may be required to occasionally lift heavy items up to approximately 25lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **To Apply**

Send cover letter with salary requirements and resume to Michelle Reloba via email at [michelle.reloba@paxpartnership.org](mailto:michelle.reloba@paxpartnership.org).