

COMMUNICATIONS MANAGER **POSITION DESCRIPTION**

The *Communications Manager* manages and assists with key events and programs to help promote the mission of the [Institute for Public Relations](https://www.instituteforpr.org). The candidate is expected to deliver professional work, be reliable, organized, professional, a strategic thinker, and detail-oriented. A positive and professional attitude with an ability to be flexible, proactive, and adapt in a fast-paced, nonprofit environment is a must as well as strong interpersonal and writing skills. As part of a collaborative team, this position will have an opportunity to contribute ideas and make a difference in the industry. The ability to work well in a team environment and to effectively lead and manage projects is a must. This position reports to the Sr. Director of Communications.

Responsibilities include:

- Promoting and planning events with the IPR team, including the IPR Bridge, IPR PRLF, and IPR Distinguished Lecture.
- Developing and implementing the social media strategy. Managing IPR social media.
- Developing and maintaining the content calendar, while keeping the team informed proactively.
- Assisting with IPR programs, including research report launches, webinars, and IPR Master Classes.
- Ensuring consistency of IPR branding and content (visual identity manual) and has a good eye for graphic design aesthetics.
- Participating in the overall strategic planning process.
- Conducting and reporting out organizational performance metrics.

Qualifications: Minimum of 2-3 years of related experience in communication or public relations. Minimum of a bachelor's degree in communication, public relations, or a related field. Requires industry knowledge and the theoretical and practical aspects of the profession. Media relations experience and graphic design experience are a plus.

Note: The offices for this position are located in the United States. This is a remote position but must be located in the U.S. Some travel is required.

How to Apply: Please send a cover letter and resume to info@instituteforpr.org. **Initial deadline:** January 23, 2022