The Communications Manager manages and assists with key events and programs to help promote the mission of the Institute for Public Relations. 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