Job Announcement

Title: Communications Manager

Supervisor: Chief Executive Officer

Organizational Description: Founded in 1965, the American Occupational Therapy Foundation is the nation’s leading nonprofit investing in occupational therapy research and working to advance the science of the evidence-based practice to support people’s full participation in meaningful life activities.

Employment Type: Full-time

Benefits Include: Medical and dental insurance, HSA, 401K, local transportation parking subsidy, vacation and sick leave, and 11 paid holidays per year.

General Description of Duties

Reporting to the Chief Executive Officer and collaborating with staff, the Communications Manager supports the planning, organization, and delivery of integrated communications and marketing initiatives that raises public awareness of AOTF programs, initiatives, and mission.

Examples of Duties

1. Maintain website: update content (in collaboration with staff), track website analytics, liaison to website hosting company.
2. Manage day-to-day activities on social media platforms (Facebook, Twitter, YouTube, LinkedIn, Pinterest).
3. Electronic media: produces weekly email blasts; monthly Research Resources newsletter; quarterly honor society newsletter.
4. Print media: produces Annual Report and a variety of brochures, flyers.
5. Scan news daily for articles and topics of interest to AOTF stakeholders.
6. Produce materials relevant to AOTF events held during annual conference: content for announcement and onsite guide; production of AOTF booth and signage; event program brochures, etc.
7. Primary support and liaison to the editor and publisher of OTJR: Occupation, Participation and Health.
8. Other duties as assigned

Education/Experience Required

- Bachelor’s degree (communications, journalism, and/or English) and/or equivalent 3+ years of relevant communications experience covering the breadth of work responsibilities listed above. This is not an entry-level position.
- Excellent writing and editing skills.
- Ability to function independently and proactively.
- Superior organization skills.
- Ability to prioritize workload, continually manage multiple tasks and meet deadlines.
- Highly effective written and verbal communication skills.
- Ability to engage and interact with stakeholders in all mediums (in person, by telephone, electronically).
- Experience with HTML, content management systems.
- Proficient in Office 365, Microsoft Office Suite; and Constant Contact.
- Sound judgment and confidentiality.
- Strong team player with ability to collaborate with staff.
Experience Preferred
  o Adobe Creative Suite (especially: InDesign, Photoshop, Acrobat).

Physical Demands
  o Normal demands associated with an office environment.
  o Ability to work on a computer for prolonged periods.

Travel:
Some travel will be required.

Application Instructions:
If you are interested and qualified, please send a cover letter with resume, salary requirements, and contact information for three persons with current knowledge of your character and qualifications to AOTF at HRDept@aotf.org.

Review of applications will begin immediately and continue until the position is filled. Applicants to be given further consideration will be contacted.

AOTF is an “at will” employer committed to nonprofit best practices. We enthusiastically conduct our hiring in accordance with equal opportunity guidelines.