

Job Title: Communications Manager

Staff Assigned: (Coming open)

Department: Marketing/Development

Location: USA w/regular travel to Haiti

Salary: Volunteer (Deputized Fundraiser)

Summary Description:

This position will oversee external communications for NVM, including but not limited to social media content, both general and Child Sponsorship Program quarterly newsletters, website news posts, and general marketing content. The goal of this position is to ensure that NVM's external message is consistent and engaging.

Essential Duties and Responsibilities (included but not limited to):

- Create interesting and informative news releases on a set schedule.
- Manage and maintain a regular posting schedule for all social media platforms.
- Capture meaningful/story telling photographs for external NVM use.
- Communicate with various NVM departments and manage written content they send in for external use.
- Handle maintenance of the NVM website and work closely with the Executive Director to ensure the website message is up to date.

Requirements:

- Ability to travel to Haiti several times throughout the year.
- Strong written and verbal communication skills.
- Ability to multitask and be self-motivated.
- A general understanding and eye for capturing meaningful photographs.
- General ability to use various editing and design applications.
- Prior STM experience is strongly desired.

For questions or inquires please contact: angie.mollenkopf@nvm.org