



## Communications and Outreach Coordinator

Salary Range: \$50,000 - \$60,000

Benefits: Negotiable

**ACCEPTING RESUMES: Through June 15, close of business**

Please submit your resume electronically to: [christine.hess@nvhousingcoalition.org](mailto:christine.hess@nvhousingcoalition.org). A writing assignment will be required of all applicants selected for an interview.

### JOB OVERVIEW

The Communications and Outreach Coordinator for the Nevada Housing Coalition is a full-time position. The individual hired will work closely with the Executive Director to develop and execute the overall communication and outreach plan for NHC along with the varying strategic initiatives that require communications direction. Effective outreach will also include the coordination of meetings and events to provide timely and relevant educational opportunities, both virtual and in person. This individual will interact with Nevada Housing Coalition members and Nevada affordable housing stakeholders frequently.

The individual filling this role shall be a positive, innovative, motivated self-starter and have a professional demeanor. Highly desired qualities include a willingness to learn and ability to appreciate multiple perspectives. The Communications and Outreach Coordinator must have excellent listening skills, exceptional written and verbal communication skills, and an ability to partner and collaborate to be successful in this role. The work environment is fast-paced and requires attention to detail, multi-tasking, and time management skills. As this position is remote, the Communications and Outreach Coordinator shall be able to work independently but have a team attitude to accomplish the goals and mission of the organization.

This position reports directly to the Executive Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This is a new position so it is anticipated that the full scope of the position will evolve; however, the initial scope of work and responsibilities are described below:

- Work with the Executive Director and Communications and Marketing Committee to develop content and support the new website development.
- Develop and execute a communications and marketing plan for the various NHC initiatives, including the hoUSed Campaign, Annual Nevada Housing Conference, and membership drive.
- Develop and build content for regular communications, i.e., stakeholder presentations, newsletter, blogs, for member and stakeholder outreach.
- Represent the Nevada Housing Coalition at partner events and meetings by engaging with thoughtful and relevant comments and insights as appropriate and/or with a presentation.
- Support membership through communications and marketing per description above and also follow up for payments, technical assistance and accessing benefits.
- Grow membership and sponsorship through targeted member meetings either on own or in tandem with the Executive Director.

- Coordinate and/or support the coordination of all virtual and in-person NHC events with the guidance of the Executive Director and Nevada Housing Coalition Planning Team. This includes the support of logistics and tech for the monthly lunch and learn meetings, the annual conference and other on-demand meetings.

### **QUALIFICATIONS**

- Education/Experience: Any combination of training, education, and experience that would provide understanding of the required knowledge and abilities. A typical way to gain the required knowledge is to possess a bachelor's degree in Marketing, Communications, Public Relations, or related field, plus have one to three years of related job experience; OR have five to seven years of related job experience.
- Nonprofit Sector and/or social policy sector experience: Interest and engagement in public policy and advocacy work. Some technical or professional experience with affordable housing is preferred but not required. Additionally, lived experience, or first-hand experience, with affordable housing challenges preferred.
- Grant Support: Writing, tracking, and reporting as needed.
- Language: Ability to speak, read, and write English. Ability to speak, read, and write Spanish preferred. Ability to compose effective, professional communications and other written materials.
- Computer Skills: Intermediate to advanced skill level in Microsoft Office Suite, including Word, PowerPoint, Excel, and Outlook. Experience with digital communication platforms, such as ZOOM preferred.
- Job-related knowledge/abilities: Proficiency in social media platforms such as Facebook, Twitter, Instagram, LinkedIn, and Google Suite. Proficiency in WordPress and Google Analytics. Understanding of SEO functions and value. Basic knowledge in Graphic Design programs to produce media files. Knowledge and/or experience utilizing surveying and polling tools for both virtual and live audiences.

### **WORK ENVIRONMENT, LOCATION AND TRAVEL EXPECTATIONS**

The Communications and Outreach Coordinator position is a remote position; however, the preferred location is Clark County, and the individual must reside in Nevada. The individual filling this position must be able to establish an appropriate working environment in their home, including having reliable internet access and a dedicated workspace free from distractions. The Nevada Housing Coalition will provide necessary equipment for the Communications and Outreach Coordinator to complete their job duties, such as a laptop, additional screens, keyboard, mouse, and cell phone; however, this does not include the acquisition of furniture or any remodeling necessary for this individual to work from home successfully.

Local travel, defined as within 30 miles of the individual's home (depending on their residence), is anticipated to be necessary 2 to 4 times per week. Overnight and longer distance travel is anticipated to be 1-2 times per year.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must have the ability to appropriately handle stress and interact with others. Employee must possess the strength, dexterity, and coordination to use a computer keyboard and video display terminal for prolonged periods. Employee must be able to bend, stoop, sit, and stand for long periods of time; handle files, office supplies and single pieces of paper; occasionally lift files, stacks of paper, office equipment, small/medium-sized boxes and other materials. Employee must be able to reach, bend, squat, and stoop to access items above and below desk level, plus load in and out of vehicles; manual dexterity and cognitive ability to operate a personal computer, as well as office equipment, and to communicate effectively via telephone and email. Employee must be able to safely lift items, materials, supplies, equipment of up to 25 pounds, with or without the assistance of a hand truck or cart. There may be occasions that require climbing stairs or walking on uneven ground while carrying materials, supplies, equipment, or other items.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.