

**Are you a story teller? Can you craft compelling copy? Do you have the ability to stay on message and teach others to do the same? Do you enjoy marketing, outreach, and community building?**

## **Join the team at Tri County Community Action as our Communications Manager!**

We are looking for an experienced, marketing and design professional to come on board and oversee all of our communications, marketing strategies and public relations.

You'll need a high degree of accountability, the ability to communicate effectively, a willingness to work with a diverse population, and a driving desire to make a difference in the lives of low-income families and individuals throughout all three counties.

### **Can you...**

**Develop new and creative ways to market our programs and services**

**Create and implement a comprehensive communications plan**

**Serve as the editor of all agency communications including e-newsletters, print media, press pieces, and more**

**Develop relationships with local media and community stakeholders**

**Coordinate and execute amazing annual events like outings, dinners, and fun**

**Work with our program staff to produce internal and external communication pieces like brochures, flyers, and posters**

**Design and produce infographics and supporting outreach materials**

**Update and maintain agency and special events websites and pages**

**Serve as a point person for media inquiries and press engagements**

**Create messaging centered upon our mission and the anti-poverty movement**

**Advocate on behalf of our clients, our mission, and our agency**

### **Do you have...**

A Bachelor's degree and 2 years of experience &/or training, or any equivalent combination.

A solid portfolio demonstrating your design, marketing, and writing skills. A valid Pennsylvania driver's license, current insurance, and Act 33/34 and FBI clearances (upon offer of hire). And a fluent familiarity with WordPress, Adobe Creative Suite, and social media.

## **Then we want to hear from you!**

**Send us your resume and cover letter, along with either a hard copy portfolio (or a link) that includes writing samples to:**

**Tri County Community Action c/o Human Resources**

**1514 Derry Street, Harrisburg, Pennsylvania 17104**

**or via e-mail: [Careers@cactricounty.org](mailto:Careers@cactricounty.org)**

**This role offers a starting salary of \$41,860 plus a generous benefits package**

