



HHT Foundation
P.O. Box 329
Monkton, MD 21111

Communications, Outreach and Education Coordinator

Position Overview

This position is responsible for managing the organization's efforts to engage with the community through its different methods of communication and marketing strategies. The Coordinator will oversee social media platforms and execute deliverables related to the organization's overall social media strategy; generate content for the organization's print and digital materials, and assist in creating a marketing plan for key events and programs.

Responsibilities

- Generate content for the organization's print and digital materials including, but not limited to, educational brochures, fact sheets and newsletters; campaigns, events, conferences and strategic initiatives
- Manage social media accounts and ensure that relevant content is published on all desired mediums; track analytics and responsiveness to improve the organization's social media strategy
- Assist in the creation and execution of the organization's key events and programs including, but not limited to, campaigns (i.e., Year-End Appeal, Awareness Month, etc.), peer to peer fundraising, Walks and Family Days, patient conferences, scientific conferences, educational events, and strategic initiatives
- Assist in the creation and execution of the organization's Annual Appeal campaigns including, but not limited to, participation in brainstorming and planning meeting, and assisting in developing content for letter, email and social media appeals
- Support the organization's outreach strategy through marketing and communications for yearly goals in order to strengthen the relationship between the organization and the global HHT community
- Main point of contact for content relating to Cure HHT's newsletters, monthly e-news and website; collaborate with internal team to ensure that content and graphics are up-to-date
- Support the organization in delivering communications and improving the overall marketing strategy for key programs: Walks and Family Days, Conferences, Awareness Month
- Create content for new collateral & outreach material
- Manage press releases/media relations
- Marketing & Brand Management
- Manage marketing and communications calendar

Basic Qualifications

- Bachelor's degree and 2 years of relevant experience strongly preferred
- Will consider applicants with equivalent combination of education, training and a minimum of 3 years of experience

Preferred Skills, Knowledge & Expertise:

- Experience creating and delivering content in a marketing or communications role strongly preferred
- Excellent written and verbal communication skills
- Highly organized and detail oriented with excellent time management skills
- Flexible, team player who is service oriented with high-level interpersonal skills
- Sound judgment, integrity, and respect for confidentiality are absolute requirements
- Ability to effectively interact and collaborate with all levels of co-workers, including assistants, staff, and senior management
- Advanced computer skills including proficiency with MS Office and strong aptitude to learn other software systems
- Experience with Adobe Photoshop/InDesign, WordPress and MailChimp strongly preferred

Compensation and Benefits

Salary is competitive and commensurate with experience.

Cure HHT does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Please send curriculum vitae to employment@curehht.org