



Job title	<i>Communications Coordinator</i>
Reports to	<i>Director, Communications and Development</i>

1. Job purpose

The Communications Coordinator manages key external and internal activities supporting the San Antonio AIDS Foundation's mission. As outlined below, the position includes a variety of communications, development and administrative responsibilities in support of the Director of Communications and Development, who oversees marketing and fundraising for the organization.

2. Duties and responsibilities

Communications

- Prepare weekly social media calendar and assist with management of Facebook, Twitter and Instagram
- Maintain and update media list
- Coordinate printing projects
- Light graphic design for select print and digital projects
- Serve as community and internal calendar liaison
- Website maintenance and updates
- Develop marketing tools for SAAF
- Assist in development of annual report
- Other communications duties as directed by Director

Development

In coordination with the Development Coordinator:

- Prepare end-of-year tax letters
- Assist with fundraising appeals, including the Big Give and other fundraising outreach throughout the year
- Staff support for SAAF Board's fundraising committee
- Assist with Red Ribbon Collective membership communication
- Write donor thank-you letters
- Serve as liaison to contracted event planners
- Coordinate volunteers for events and other activities
- Assist with various duties for the annual WEBB Party and Run & Walk for AIDS and other fundraising events

Administration

- Fax, copy, and scan print materials
- File and archive materials
- Maintain department office supplies
- Other administrative assistance, as directed by Chief Executive Officer

3. Qualifications

1. Below are the minimum qualifications that are necessary for the position.

Qualifications include:

- a. Bachelor's degree in communications, public relations or related field (work experience in lieu of degree)
- b. Minimum of 2 years of years of relevant work experience
- c. Excellent verbal and written communication skills
- d. Strong organizational and interpersonal skills
- e. Ability to multi-task in a fast-paced environment
- f. Proficiency in all standard office equipment and the use of Microsoft Office software
- g. Proficiency with Photoshop, Adobe Illustrator and other design platforms is preferred
- h. Bilingual (English/Spanish) preferred
- i. Ability to work occasional evening and weekend hours related to special events and priority projects throughout the year

4. Working conditions

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position may also require working with challenging clients and defusing client affairs as needed.

Physical requirements

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
