

Job Title	Senior Communications Coordinator
Employer/ Agency	Harris County Precinct One
Job Description	<p>This position seeks a highly qualified candidate with 5+ years' experience to help coordinate internal and external operations for the Precinct One Communications Department, set and execute strategic communications goals, and to assist in the development of a high-performing communications team, under the direct supervision of the Communications Director and in a collaborative team environment. The ideal candidate should have direct experience or working knowledge across a broad range of communications operations, functions, and roles and possess a diverse set of skills. This position is also responsible for helping to manage the production of internal and external materials such as press releases, brochures, digital copy, newsletters and executive presentations and reviews all content for message consistency and accuracy.</p> <p>The person in this position will also:</p> <ul style="list-style-type: none">• Help build and maintain an effective, positive, and professional organizational structure within the department;• Help conceptualize and oversee the production of program brochures, newsletters, and other outreach materials for Precinct One.• Help conceptualize and execute successful digital campaign strategies across multiple online platforms: social media, email, website, and other digital platforms.• Help conceptualize and develop integrated multimedia PSAs.• Help define, track, analyze, and report on social media metrics and other analytics to understand reach and set goals.• Help oversee daily social media management.• Coordinate with members of the Communications Department and other departments as needed to develop content, amplify message, and meet organizational goals.• Assist with website updates and modifications, as needed.

Qualifications	<p>Qualifications: All candidates must have at least 5 years' experience working in this field, a degree in Communications or related field or relevant experience that can be considered in lieu of a degree. To be seriously considered, a candidate must demonstrate superior writing skills, experience with message framing and strategy, and an ability to effectively calibrate style, voice, and rhetoric based on audience and messaging goals. Candidates should have a deep passion for public service and a commitment to improve the lives of all people in every community. They should also enjoy working in a collaborative, diverse team environment</p> <p><u>Other Required Skills and Experience:</u></p> <ul style="list-style-type: none"> • Familiarity or proficiency with graphic design, web design, and multimedia platforms. • Experience creating social media campaigns and overseeing daily social media management. • Experience with strategic planning, organizational development, and staff supervision. • Demonstrated ability to oversee large-scale, multi-faceted communications projects. • Experience in various communications platforms, including traditional press and social media. • Ability to build, motivate and work within a team to accomplish project goals. • Effective time management skills, including prioritizing and managing multiple tasks in a fast-paced environment. • Demonstrated ability to effectively collaborate and work well with internal and external staff at all levels. • Demonstrated ability to be flexible and able to adapt quickly to meet project needs. • Experience with or understanding of content management systems (CMS) preferred.
Salary/Hours	DOE
City, State, Zip	Houston, TX
Application Method	Interested candidates should submit their resume, cover letter, and 2-3 samples of their graphic design work, digital campaign work, and/or video work to Maureen.Haver@Cp1.Hctx.net with the email subject line: Communications Coordinator
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

