***Comms Manager***

We are looking for an experienced person that can help manage our Communications Team. Ultimately the Comms Manager will monitor our organization’s functions and be responsible for creating informative content, press releases, articles, and media opportunities to share information with the public.

The ideal candidate will be an excellent communicator, with brilliant presentation and organizational skills.

The North Alabama Zoological Society is volunteer-run and this is a volunteer position. There is an understanding from the organization that the selected volunteer will be using their own free time to accomplish the tasks of this position and their ability to commit time will vary. The organization only expects follow-through on the tasks the volunteer has agreed to perform in the time agreed upon.

***Job Function (duties and responsibilities):***

* Create press releases, newsletters, and related marketing materials.
* Develop and implement effective communication strategies.
* Prepare detailed media activity reports.
* Plan and manage the design, content, and production of marketing materials.
* Work with others to generate new ideas and strategies.
* Supervise projects to guarantee all content is publication-ready.
* Lead the marketing and public relations staff.
* Respond to communication-related issues in a timely manner.

***Education/Experience:***

* Degree or equivalent experience in Communications and/or Marketing.

***Skills Seeking:***

* Must embrace the mission of the North Alabama Zoological Society
* Strong interpersonal and writing skills.
* Ability to maintain a high level of confidentiality.
* Be organized and exhibit “follow through” on tasks and goals.
* Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
* Ability to generate creative ideas
* Attention to detail and outstanding organizational skills
* Good time-management skills