



Communications Coordinator

Overview of Organization

In 1982, Susan G. Komen launched the global breast cancer movement. Today, Susan G. Komen is the boldest community fueling the best science and making the biggest impact in the fight against breast cancer. We have invested \$2.2 billion to fulfill our promise, working to end breast cancer in the U.S. and throughout the world through ground-breaking research, community health outreach, advocacy and programs in more than 50 countries. It is the largest nonprofit funder of breast cancer research outside of the U.S. government.

Susan G. Komen Oregon and Southwest Washington is one of the largest, most respected and most innovative in the nation, having invested over \$32 million in breast cancer research, local screening, support services and community education in communities across our region, plus advocating for sound public policy.

Communications Coordinator

The Communications Coordinator will work with the Director of Development to develop and implement communications aligned with Komen's leadership expectations and key constituencies (donors, volunteers and board members). The Coordinator's primary responsibilities are to promote positive public visibility of Komen's work among various audiences, leverage technology to communicate the work to advance Komen's mission, and to raise money. This position will also collaborate with others in the organization to achieve brand consistency, coordination of messages, and the highest standards for external communications. The coordinator will also assist in managing print budgets related to publications and communications, as well as organize and maintain all media archives.

Duties and Responsibilities:

Graphic Design

- Design, produce, and disseminate electronic and print materials for overall affiliate, mission and development teams
- Create and coordinate production schedules with directors and CEO; maintain ongoing relationships with printers, mail houses, public relations consultants and photographers
- Negotiate discounts and in-kind support with vendors
- Coordinate content for the Komen e-newsletter and Komen annual report
- Provide photography for Komen events and programs

Social Media

- Pioneer social media participation and presence (some combination of Facebook, Twitter, Instagram, You Tube and Komen Blog)
- Develop, manage and coordinate content, images, frequency and approved users through established approval process (racial, geographical, gender, sexuality and age diversity; mission versus fundraising)
- Actively monitor online presence with reports on a monthly basis

Website

- Work with affiliate leadership to ensure ongoing improvement of website content and logical flow with phased updates
- Lead efforts to remain up-to-date and effective in electronic communications by leveraging technology (video, webinars, smart phones, etc.) with Komen constituents

General Skills and Qualifications

- 1+ years of progressive experience
- Bachelor's degree in marketing, business, communications or related fields is required
- Excellent communication, customer service, interpersonal skills
- Strong time-management, organizational and research skills
- Effective management of communications, invoices and print budgets
- Strong creative thinking skills, ability to brainstorm effectively with others
- Quick learner and self-motivated to carry a project from initiation to completion
- Professional competency with Adobe Creative Suite (InDesign, Photoshop and Illustrator), PowerPoint, Microsoft Office Suite and other ACS programs a plus
- Competent in web applications (Marqui -website host system and Convio)

Compensation

This is an exempt, full-time benefited position.

To Apply

Komen Oregon is an EEO/AA/ADA employer committed to diversity and inclusion. All interested candidates must apply electronically by emailing a cover letter and resume to Anna Miller at amiller@komenoregon.org "Communications Coordinator" in the subject line. Applications will be accepted until the position is filled.