



POSITION AVAILABLE

Position Title	Communications Coordinator
Application Closing Date	Open until filled; interviews begin immediately
Position Start Date	Immediate
Job Hours	Full time, non-exempt, some evening and weekend hours
Salary	\$50,000

Serving the lesbian,
gay, bisexual
& transgender
community of
San Diego County
since 1972.

JOB DESCRIPTION

Under the direction of the CEO, the communications coordinator is responsible for managing internal and external communications. This position works with development and program staff to develop outreach materials and provide communications support, coordinates press coverage, and maintains consistency in messaging to diverse audiences. Specific responsibilities may include, but are not limited to, media relations, strategic communications, community relations, advocacy efforts, production of media on multiple platforms, and other special projects as needed.

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

QUALIFICATIONS

- 1. Education and/or Experience:** A bachelor's degree in communications or a related field is required, as is a minimum of five years of demonstrated experience in communications and media relations. Professional skills should include proven writing and editing ability, as well as a strong background in traditional, electronic, social and emerging media. Prior experience working in the LGBT and HIV communities is required, preferably in a non-profit setting.
- 2. Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must be proficient with AP Style, Microsoft Office, major social media platforms.
- 3. Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills, and the ability to manage multiple tasks with shifting priorities and to work well with staff and volunteers of different cultures.
- 4. Language Skills:** Fluency in English is required. Fluency in Spanish is preferred.

Mailing Address
P.O. Box 3357
San Diego, CA 92163

Street Address
3909 Centre Street
San Diego, CA 92103

(619) 692-2077
(619) 260-3092 Fax

www.thecentersd.org
facebook.com/At.The.Center
Tax ID #: 23-7332048

To apply, send your cover letter, resume and application electronically to:

Dr. Delores Jacobs, djacobs@thecentersd.org

Application is online at: www.thecentersd.org/pdf/jobs/employment-application.pdf

Please note: We are unable to accept any phone or walk-in inquiries for this position. The San Diego LGBT Community Center is an Equal Opportunity Employer.