



## **The Able Trust is looking for a Communications Manager**

**Are you a communications professional who is passionate about great storytelling, able to think outside the box, and is interested in working for a great philanthropic organization? The Able Trust is looking for a talented and effective Communications Manager to help promote and tell the story about the importance of inclusive employment in Florida. If you're interested in becoming part of a small but impactful team, with a great work culture, and the flexibility to work in a hybrid home/office setting, this position could be for you!**

**About The Able Trust (TAT):** The Able Trust is Florida's statewide leader in disability employment dedicated to expanding the employment opportunities of people with disabilities. Established by the Florida legislature to support the Florida Division of Vocational Rehabilitation (VR), The Able Trust collaborates with Florida employers, community organizations, and career development partners to help Floridians with disabilities of all ages enter the workforce.

**As our Communications Manager,** you will help promote The Able Trust brand through effective external communications and messaging, collateral development, media outreach and other activities involved in implementing our communications strategy.

### **Duties/Responsibilities:**

- Write, update and oversee production of digital and printed materials, including email communications, e-newsletters, collateral materials, campaign messages and fundraising e-appeals.
- Work with Strategic Communications Director and VP of Development to develop and implement social media strategies, develop and post social media content and monitor and use social media analytics to help expand social media audiences.
- Work with Strategic Communications Director to update and maintain website, including monitoring key metrics from Google Analytics; and utilize Search Engine Optimization.
- Coordinate and supervise media relations including
  - Developing positive and productive relationships with media contacts and conducting media outreach to raise awareness of The Able Trust
  - Responding to media requests for information
  - Writing press releases, articles, announcements, and stories highlighting The Able Trust programs and activities

- Assist as needed with development of presentations, talking points and other materials for meetings and webinars

**Required Skills/Abilities:**

- Excellent writing, oral and interpersonal communication skills.
- Experience in media outreach, public relations, and multimedia experience
- Highly creative with the desire to try new techniques and methods.
- Ability to utilize social networking sites to promote The Able Trust, our programs and campaigns.
- Self-starter; ability to anticipate next steps; proactively take actions necessary to produce results; resourceful; creative problem solver.
- Ability to multi-task in a dynamic, outcome-driven, team-oriented environment.
- Enthusiasm for the mission of The Able Trust, our stakeholders, and the communities we serve.
- Unquestionable personal code of ethics, integrity, diversity, and trust.
- Some travel may be required for event support.

**Education and Experience:**

- Bachelor's degree in Communications, Public Relations, Journalism, or related field.
- Multiple years of experience in marketing and communications and social media campaigns.
- Proficiency in Microsoft Outlook, Word, Excel, PowerPoint required.
- Experience with Adobe products (Photoshop, InDesign, Illustrator, Acrobat) a plus.
- Experience with WordPress and/or Constant Contact a plus.
- Knowledge of video editing a plus.

**Schedule and Compensation:**

- This is a full-time position with a 37.5 hour work week.
- Salary range for this position is \$40,000 to \$50,000.
- Benefits include medical, dental, 401(k) upon completion of 90-day probationary period.
- This position is hybrid with the majority of the time spent working remotely.

**To apply, please send your cover letter, resume, writing and design samples to [Jesse@AbleTrust.org](mailto:Jesse@AbleTrust.org) with the subject line of "Communications Manager Position." Persons with disabilities are encouraged to apply.**