



COMMUNICATIONS COORDINATOR

The **Communications Coordinator** will support the Communications department in executing and monitoring communications strategies. This role involves creating public relations and marketing materials such as press releases, blog posts, and newsletters. This role also involves tracking and reporting analytics on marketing and communications campaigns and coordinating promotional events. The incumbent will work directly with the Director of Public Relations and Communications and others to increase public awareness of the Georgia Historical Society and its events, programs, publications, and general activities. GHS strategies include media relations, advertising and promotion of events, website, and electronic and print publications. The incumbent will demonstrate strong organizational and written communications skills; and have mid-level media, communication, and/or public relations experience. The incumbent will provide support to the implementation of the annual and strategic communications plans as well as to the development of the outreach efforts of GHS.

Must have prior exposure and experience with media relations and public relations / communication with a sense of urgency and ability to work with others to further the mission of GHS. Must be able to work under pressure and remain flexible and adaptable as needs and priorities change. Experience following directives and maintaining clear and open communication with supervisors and colleagues. Strong attention to detail and organizational skills required. Ability to prioritize and respond in a timely manner to requests from others. Strong oral and written communications skills, initiative, and the ability to exercise good judgment. Bachelor's degree or equivalent experience and at least three to four years of communications, media relations, public relations, government relations, or similar office experience. Working knowledge of the following software and applications is also preferred: Salesforce, Adobe Products (including InDesign, Photoshop, Illustrator, and Acrobat), Microsoft Office (including Word & PowerPoint), Social Media (including Facebook and Instagram), WordPress, Mailchimp, Google Drive / G-Suite products. In addition, the ideal candidate would have a passion for and/or interest in history.

This is a full-time, in person, benefited, opportunity based in Savannah, Georgia.

Physical Requirements:

Must have the ability to sit for extended periods, stand and walk occasionally, reach with hands and arms, and lift/carry objects up to 25 pounds occasionally. Must be able to ascend and descend stairs. Must use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply

Send cover letter and resume to:
Communications Coordinator

Georgia Historical Society
104 West Gaston Street
Savannah, GA 31401
Fax: 912.651.2831
Email: jobs@georgiahistory.com

No phone calls please