



LAWRENCE TOWNSHIP SCHOOL
FOUNDATION
Igniting the Power of Community

JOB TITLE	COMMUNICATIONS & EVENTS COORDINATOR
REPORTS TO	EXECUTIVE DIRECTOR OF OPERATIONS
FAIR LABOR STANDARDS ACT STATUS	EXEMPT
DATE	JULY, 2017

ESSENTIAL FUNCTIONS

- ★ Oversees the LTSF brand.
- ★ Creates and publishes monthly Donor and Alumni eNewsletters.
- ★ Manages social media presence including but not limited to Facebook, Twitter, & LinkedIn.
- ★ Maintains and updates website ensuring timely updates of information and content.
- ★ Creates and issues all press releases.
- ★ Creates/coordinates all marketing materials including cultivation tools, program literature, and annual reports.
- ★ Coordinates execution of Foundation Special Events including but not limited to the annual gala, golf outings, and day of service.
- ★ Represents LTSF in the community.
- ★ Performs such other duties as the Executive Director of Operations may prescribe.

JOB QUALIFICATIONS

- ★ Bachelor's degree and/or 3 years related experience or equivalent combination.
- ★ Demonstrated experience in Microsoft Office, web management and social media.
- ★ Strong organizational skills and an attention to detail.
- ★ Excellent written and interpersonal skills with the ability to communicate with clarity and passion to a wide range of people.
- ★ Effective time management with the ability to meet deadlines while demonstrating flexibility.
- ★ Not for profit experience is helpful.

KNOWLEDGE AND SKILLS

- ★ Must be a self-starter able to perform essential functions independently with support available when needed and willing to seek out information as needed.
- ★ Ability to be creative and innovative in order to achieve or exceed stated goals and objectives.
- ★ Must be resourceful and decisive while exercising common sense and flexibility when problem solving. Willingly solicit necessary support when needed. Act as a resource for others to assist in problem solving.
- ★ Demonstrate the ability to work and effectively communicate with others in order to achieve the goals of the organization.
- ★ Must possess the ability apply to knowledge and previous experience in order to maximize results.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- ★ Successful performance of the essential function of the job requires only minor physical exertion and/or physical strain.
- ★ Reasonable accommodations may be made, as legally required, to enable individuals with disabilities to perform these functions.
- ★ The work environment is usually pleasant and comfortable, with limited exposure to disagreeable elements, and the noise level is usually moderate.

THE LAWRENCE TOWNSHIP SCHOOL FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER.