



Job Title: Communications and Marketing Manager

Hours: 37.5 Hours per Week

Schedule: Monday – Friday, 8:30am – 5:00pm

General Statement of Duties: This position handles multiple roles at HCCOG: serves as corporate secretary to the HCCOG Executive Board, and is the custodian of minutes and formal actions taken by the Board; acts as a liaison between the public and the services offered to residents in our local area; prepares various publications for distribution to board members, staff, and key stakeholders, as well as a weekly email newsletter.

Essential Duties and Responsibilities:

- Provides administrative support to the Executive Director
- Coordinates programs, special projects, webinars/seminars, and events
- Coordinates Executive Board and Advisory Committee meetings, prepares and distributes board packets and related communications
- Prepares and distributes ReCOGnition Newsletters (twice a year) and the Annual Report
- Maintains and updates the HCCOG website on an as-needed basis
- Plans the Annual Banquet and other events as required

Physical Requirements: Must be able to physically perform the basic operational skills of talking, hearing, and repetitive motions. Work may include operation of a HCCOG motor vehicle. Ability to handle sitting for extended periods of time, walking, bending, stooping, and lifting boxes up to 35 pounds.

Knowledge, Skills, and Abilities:

- Higher level of proficiency with computer programs (including Microsoft Office Suite, Adobe Acrobat DC; Adobe Creative Suite is a plus)
- Ability to troubleshoot and problem-solve
- Ability to communicate distinctly

Special Requirements: Must possess a valid North Carolina driver's license.

Experience and Training: Bachelor's Degree with five years equivalent experience or a combination of acceptable education and experience; ability to develop and publish publications; experience with website publishing (HTML/Dreamweaver/WordPress); Proficient with Microsoft Office Software (Word, Excel, Publisher, Outlook).