

COMMUNICATION SPECIALIST

If you are willing to take on challenging and diverse assignments with a commitment to serving the community, performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need.

Summary

ACDS is seeking an Communications Specialist who will focus on developing and implementing its communication and outreach strategy. We are seeking an innovative strategic thinker with meticulous attention to detail, working well under pressure, and meeting deadlines.

Job Description

General responsibilities include assisting in the develop and implement a communication strategy that includes media outreach, marketing campaigns, promotions and social media content creation. Specific responsibilities include but are not limited to research and write press releases, and content for the company website, infographics, blogs, and newsletters. Acquire and maintain a detailed knowledge of the company's policies, principles, and strategies, and keep up-to-date with relevant developments. Work with key internal role-players to brainstorm content ideas, in line with the company's strategy and in support of various brand initiatives.

Qualifications

The Communications Specialist position requires a Bachelor's degree in communications, journalism, public relations, or a related fields; the ideal candidate should exhibit a minimum of two years related work experience with content writing experience for all media platforms, blogs and newsletters. Strong communication skills including verbal, written and interpersonal skills are essential.

Salary/Benefits

Salary ranges \$25 to \$30 an hour depending on experience. ACDS offers an excellent benefits package including health insurance, retirement plan and free parking.

Location: Annapolis, Maryland

Scheduled Hours: Part-time

How to Apply

Please send cover letter and resume to: hresumes@acdsinc.org for consideration.

An Equal Opportunity Employer

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