



**MAAC**

**Mindful Awareness Academy for Children**

## **Job Description: Communication Specialist**

This position is responsible for managing the communications and media relations of a nonprofit organization. The Communication Specialist will be responsible for developing, implementing, and managing all aspects of the organization's public relations, communications, and marketing plans.

The successful candidate will be a creative, organized, and technology-savvy individual with excellent written and verbal communication skills.

### **Responsibilities**

Develop and execute effective public relations, communications, and marketing plans to promote the organization's mission, vision, and objectives

Oversee the organization's media relations, including responding to media inquiries, pitching stories to media outlets, and monitoring media coverage

Develop content and materials including press releases, web content, social media posts, and other promotional materials

Manage and grow the organization's online presence, including managing the organization's website and social media accounts

Coordinate events, conferences, workshops, and other activities for the organization

Assist with developing and managing the organization's budget

## **Qualifications**

Bachelor's degree in Communications, Journalism, Public Relations, or a related field  
At least three years of communications or public relations experience Excellent writing, editing,

and proofreading skills Proficient with Microsoft Office programs

Knowledge of public relations software, content management systems, and web development tools

Ability to work independently and efficiently

Familiarity with nonprofit organizations, social media, and media relations

**Please email your resume and cover letter to:**

**[Andrea@themaac.org](mailto:Andrea@themaac.org)**

**In the subject line, please write 'Communication Specialist'**