



## **Outreach and Communications Coordinator**

The Fair Housing Center seeks an energetic, critical thinker who can manage multiple projects. This position coordinates branding, social media and website content, and media relations, and serves as the agency's liaison to the press. The successful candidate will facilitate the design and development of fair housing materials and brochures. This position is also responsible for conducting presentations and trainings on fair housing laws to community groups, housing providers, real estate professionals and other community stakeholders. The Outreach and Communications Coordinator is also responsible for developing and maintaining relationships with community groups, housing providers, governmental agencies, and fair housing organizations and representing The Fair Housing Center at meetings and other events to affirmatively further fair housing throughout our community. This is a highly visible, public facing position that reports to the Vice President of Operations and Development. The Fair Housing Center offers a competitive salary and benefits package. Please submit cover and resume to: Interested applicants should email their cover letter, résumé, and references in PDF form to [HR@toledofhc.org](mailto:HR@toledofhc.org). No phone calls, please. TFHC is an equal opportunity employer.

### **SKILLS REQUIRED**

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required.

- Excellent written and oral communication skills
- Exceptional interpersonal skills
- Advanced MS Office skills
- Strong organizational and project management skills
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines
- Represent TFHC in a professional, exceptional manner
- Take direction well
- Creative and innovative thinker, who actively presents new opportunities, proposes solutions, and recommends best practices.
- Ability to work creatively and flexibly in a fast-paced environment while maintaining high work standards
- Ability to develop rapport and trust in the community
- Ability to effectively handle sensitive and confidential matters
- Exhibits a positive attitude and professional demeanor.

### **Education and Experience Requirements:**

- Bachelor's Degree required in communications or a related field
  - Equivalent work experience acceptable instead of degrees
- Experience in creating and implementing communication plans
- Experience in social and traditional media planning and content
- Experience with Word Press
- Experience with radio, video, and digital creation