

Position: Communications Coordinator	Status: Full Time Position
Reports to: Program Director	Supervisory Responsibility: n/a
Location: Downingtown, PA Office	Must be willing to travel and work weekends.
<i>Join a high energy, small committed team of professionals dedicated to supporting the advancement of research leading to treatments that will improve quality of life for people living with Friedreich's ataxia.</i>	

Position Summary:
 Work with the Program Director to communicate FARA's message and news to both internal and external stakeholders, ensuring consistent messaging across audiences. Responsible for developing and implementing proactive social and traditional media efforts as well as community engagement/ awareness campaigns.

The successful candidate will have professional communications experience, excellent interpersonal/ teamwork skills, and a demonstrated interest in the health and human service industry. The candidate will be given the opportunity to show initiative, acquire new skills and grow professionally.

Professional Experience Requirements:	<ul style="list-style-type: none"> • Bachelor's degree required • Experience with social media platforms, websites and traditional media databases (e.g., Facebook, Twitter, Instagram, Cision) required • Non-profit experience or experience in related service industry • Proficient with a variety of software programs (Microsoft Office – Word, Excel, PowerPoint, Publisher and Adobe Acrobat) • Copy editing and/or professional writing experience
Skills Requirements:	<ul style="list-style-type: none"> • Strong written and verbal communication skills • Attention to detail • Time management and organizational skills • Ability to work in a team setting • An understanding of rare disease community stakeholders

Essential Responsibilities:

Independently set and implement a nationwide communications program including social, traditional and key stakeholder communications

- **Social**
 - Plan and maintain a social media calendar with regular posts to FARA and Branded Event Facebook Pages
 - Create Graphics and Content for messaging
 - Manage the social media volunteer team roll-out and promotion of those posts on Facebook, Twitter and Instagram
- **Traditional**
 - Write press releases for local events such as key branded and grassroots events and awareness initiatives.
 - Build Media Lists for press release distribution.
 - Distribute press releases and perform targeted follow up
 - Build relationships with relevant journalists on behalf of FARA
- **Key Stakeholders**
 - On a monthly basis, write an e-blast update highlighting leading FARA general news and scientific news that links back to key blogs, pages and events on the website
 - Manage Blog Posting from various community sources including an Educational Series, a Community Engagement Series and a Scientific Series
 - Initiate and implement community wide awareness campaigns
 - Lead the bi-annual publication of the FARA Newsletter, The Advocate

Provide communications support for FARA staff and programs

- Provide general editing (grammatical and typo) support for the FARA staff upon request
- Refresh the writing of outdated text on the website or FARA printed materials as identified by the Executive or Program Director
- Create new collateral materials as needed
- Assist with the writing of development documents, including fundraising proposals, publications, and communication materials (cultivation, solicitation, and donor acknowledgment letters)
- Submit regular reports on communications activities, engagement levels, and progress
- Represent FARA at fundraising events/ speak on behalf of FARA at events (some weekend travel required)

Ensure accurate, timely and stakeholder friendly communications. Follow established organizational policies and procedures.

Use a team approach when working with both communications volunteers and the FARA staff.

Demonstrate ability to learn and adapt to changing procedures, methods or processes.

Provide first-rate customer service as front-line client contact.

Ensure that all FARA stakeholders are communicated to in a clear, consistent and timely manner utilizing strong written and verbal skills to address stakeholder needs.

Attention to detail demonstrating accuracy and efficiency in word processing and business correspondence.

Coordinate work activity efficiently, and check that work has been carried out to specification.

How to Apply:

Email a cover letter and resume to felicia.derosa@curefa.org . Qualified candidates will demonstrate his/her capacity by providing work samples, including press releases, proposals, presentations, marketing plans, etc. Include "Communications Coordinator" in the subject. Please include salary requirements. Application deadline 1/2/18.