



Communications Manager

JOB SUMMARY

Reporting to the Director of Programming the Communications Manager supports communication within the Random Acts organization. The Communications Manager works with a team of Communications Officers to ensure strong communication within the entire organization.

RESPONSIBILITIES

- Create and manage programs and procedures to improve internal communication throughout the organization.
- Work closely with the leadership team to ensure that internal communication among all departments is strong.
- Manage the Communications Department staff
- Attend regular staff and departmental meetings
- Any other projects or duties as requested by the Director of Programming.
- Compile and provide routine and ad hoc reports on project progress and department budgets.

DESIRED QUALIFICATIONS AND SKILLS

- Excellent written and verbal communication skills
- Outstanding interpersonal skills
- Excellent computer skills in a Microsoft Windows environment
- Ability to communicate with a wide variety of people
- Ability to manage people effectively
- Excellent organizational skills
- Prefer Bachelor's degree in writing, marketing communications, communication or alternative relevant qualification
- Prefer 2 - 4 years of experience management in a corporate or nonprofit setting.