Senior Communications Coordinator
42834BR
Off-Campus: Other US Locations
Coordinator Senior

Job Description

McCain Institute for International Leadership, a part of Arizona State University, seeks a full-time Senior Communications Coordinator based in Washington, DC. Working closely with and reporting to the Senior Director for Communications, the Senior Communications Coordinator plans, develops, produces and disseminates creative, high quality, and cost-effective communication to the Institute’s audiences using multiple media and venues designed to support the objectives and outcomes.

Job Family
Generic

Department Name
McCain Inst Intl Leadership

Full-Time/Part-Time
Full-Time

VP Code
KNOWLEDGE ENTERPRISE DEV

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range
Depends on experience

Close Date
10-July-2018

Category
02

Essential Duties

- Help develop and advance the McCain Institute’s overall strategies for communications;
Maintain and update the Institute’s website, working with our external vendor as necessary;
Develop and oversee social media strategy, including daily maintenance of Facebook, LinkedIn, Twitter, YouTube, Instagram and Google+;
Organize media coverage, video and audio recordings of events, incorporating content onto website; oversees content and manage technical level;
Interface with and conduct regular interviews with program leads, staff and key stakeholders to write compelling, relevant, accurate and original content for the Institute's communications efforts that will increase engagement with the organization and build support for its programs;
Manage the development, distribution and maintenance of all print and electronic content, including, but not limited to: press releases, newsletters, brochures, eBlasts, etc.;
Manage and update distribution lists;
Assist in media outreach, maintain media contacts, and promoting Institute activities, research and experts in media and speaking roles;
Help to develop, maintain and use promotional materials for the Institute to assist with outreach, program development and fundraising;
Track social media and web analytics;
Adhere to, maintain and promote the Institute’s style guide and message manual; and
Support domestic and international events as required.

Minimum Qualifications

Bachelor’s degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications

- Experience in communications: strategy, event planning, press and media relations, social media, email messaging, etc.;
- Evidence of having a journalism background or experience with feature and news writing a big plus;
- Experience in e-newsletter software and contact management with demonstrated effectiveness using to communicate with constituents and event invitees;
- Evidence of effective verbal and written communication skills;
- Experience in organizational skills and ability to multi-task;
- Experience in MS Word, Excel, Outlook, and database skills;
- Demonstrated knowledge of Cision or equivalent;
- Experience with event management.

Working Environment

- Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking.
- Use office equipment including a desktop computer.
• Lift up to 20 pounds.
• Clearly communicate to perform essential duties.
• Receive regular review of completed tasks.

**Department Statement**

Guided by values that have animated the career of Senator John McCain and the McCain family for generations, the McCain Institute for International Leadership at Arizona State University is a non-partisan do-tank dedicated to advancing character-driven global leadership based on security, economic opportunity, freedom and human dignity – in the United States and around the world. The Institute seeks to promote humanitarian action, human rights and democracy, and national security, and to embrace technology in producing better designs for educated decisions in national and international policy.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**
Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.