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Communications Manager

Employer	Council of Graduate Schools
Location	Dupont Circle Area
Posted	Sep 14, 2015
Closes	Oct 19, 2015
Function	Communications
Industry	Associations, Education, Colleges and Universities
Career Level	Manager (Manager / Supervisor of Staff)
Hours	Full Time

Communications Manager

The Council of Graduate Schools, a 501(c) (3) non-profit national membership association engaged in advancing graduate education, is seeking a motivated, well-rounded communications professional who will provide support to the Council in the areas of media and member communications. Additionally, this position includes responsibility for maintaining and improving the CGS website and social media presence.

This position reports to the Assistant Vice-President, Communications, Advancement and Best Practices. Specific major responsibilities include: Assist and development of key CGS positions on issues and messages; development of print and electronic communications materials including press releases, information briefs and Op-eds; support and development of CGS's social media strategy; relationship building with journalists and media outlets; coordination of phone interviews and media briefings; prepare and disseminate bimonthly electronic news mailing; preparation and distribution of monthly newsletter using desktop publishing software; provide webinar support to CGS staff; provide on-site support for meetings in the Washington, DC area as needed; create and revise web pages using Drupal content-management system; serve as contact between CGS and web service providers; help lead monthly communications meetings; ensure quality and accuracy of website content by double-checking work and maintaining a system for keeping track of planned updates; provide back-up for basic/general duties for Civi-CRM based Association Management System and primary support for CGS Career Portal, an online job listing.

Requirements include a Bachelor's degree in communications or a related field, Master's degree preferred; excellent oral and written communications skills; strong interest in graduate education, higher education and education policy; experience and knowledge of media communications and strategy, including social media; experience with content-management systems administration, including some HTML; demonstrated ability to develop and complete projects independently, respond in a timely manner and meet deadlines, and work collaboratively on team projects; demonstrated experience in project coordination and management; highly organized, with focus on details and expertise in the entire Microsoft Office suite of applications is desired. Experience using Quark would be helpful.

This is a full-time position with competitive compensation and the full array of excellent organizational fringe benefits. Compensation is open and based on experience and relevant education.

Interested parties should send a cover letter stating salary requirements, a resume or CV and writing sample to hr@cgs.nche.edu. **Resumes and other application information must be submitted in digital format and those without stated salary requirements will not be accepted.** An expanded position description is available upon request.

All Interested and Qualified Individuals are Highly Encouraged to Apply - EEO

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