

ALASKA CHILDREN'S TRUST



<u>Position</u>	Director of Communications
<u>Wage Range</u>	\$70,000 - \$90,000, depending on experience
<u>Location</u>	Anchorage, Alaska
<u>Status</u>	Full-time
<u>Classification</u>	Non-Exempt

Who are we?

At the Alaska Children's Trust (ACT), we believe every child can grow up safe, happy, and able to achieve their dreams. As the lead organization focused on the prevention of child abuse and neglect, we strive to ensure children, youth, and families have the knowledge, skills, support, and resources to thrive. We achieve this by fostering intentional partnerships across our state, publishing key data and research to show inequities faced by Alaska's children, raising funds, and committing resources, and advocating for change.

Learn more about who we are and what we do at our [website](#), on [YouTube](#), or social media ([Facebook](#), [Instagram](#)).

Position Summary

The Director of Communications will lead our strategic communications to enhance the visibility and impact of ACT's work and raise awareness. This role is pivotal in managing our public relations, overseeing media content, and driving engagement through innovative communication strategies. The ideal candidate will bring creativity and strategic vision to our team, aligning communication efforts with our mission to ensure children, youth, families, and communities thrive across Alaska.

Supervision

This position will report directly to the Director of Community Engagement.

Job Duties

- I. Strategic Communication Management
 - Develop, execute, and continuously assess an annual communications plan that promotes the organization's mission, vision, and goals.
 - Align communication strategies with overall organizational strategies.
 - Manage agency-wide communications/editorial calendar.
- II. Content Development
 - Oversee the creation of all communication materials, including press releases, newsletters, annual reports, and digital content.
 - Lead the design and production of visual content. This includes the creation of social media graphics, videos, promotional materials, and event branding.
 - Develop and oversee digital communications, including ACT's website and social media platforms.
 - Edit and approve all major communications before release to ensure accuracy and coherence with organization's branding.
 - Analyze metrics and engagement to adjust strategies and improve effectiveness.
 - Maintain, update, and manage agency websites and their plug-ins.
- III. Public Relations and Media Handling
 - Serve as the primary media contact.

- Build and maintain relationships with media outlets to enhance the ACT's public profile.

Performs other duties as needed and assigned.

Education & Experience

- Bachelor's degree in Communications, Marketing, Business, Public Relations or another communications-driven major, or related field or a minimum of 5 years equivalent work experience.
- Minimum 3 years of experience in communications, graphic designs, data sales/customer management, and event management.
- Familiarity with working in a non-profit (501(c)(3)) environment.
- Familiarity with and love of living and working in Alaska.

Skills & Abilities

- Exhibits polite and professional communication via phone, email, and mail.
- Proficient with the following programs or similar systems: Customer Relations Management system(s) (ex. EveryAction, Salesforce, etc., Canva, Chat gpt, Adobe Premiere Pro and InDesign, and Squarespace).
- Demonstrated experience in being creative and innovative.
- Ability to make decisions, engage in critical thought and problem solve.
- Polite and professional listening, verbal, and written communication skills.
- Excellent analytical and interpersonal skills.
- Ability to effectively and efficiently manage multiple, simultaneous, complex tasks.
- High degree of integrity, honesty, confidentiality, and maturity.
- Willingness to travel including within Alaska and its rural regions.
- Proficient in the Microsoft Office 365 Suite (Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive, Teams, etc.).

Work Environment and Physical Requirements

- The work is primarily performed in an office building environment.
- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard.
- The position requires the ability to independently (with or without supports - examples include vision or hearing correction) speak, hear, see, and write legibly to understand and be understood.
- The position may require sitting or standing for prolonged periods of time at a desk, in meetings, or during travel for work.
- The position may require the ability to travel as required to fulfill the duties of the role including air travel.
- Occasional lifting, carrying, or moving of equipment, materials, luggage, etc. up to 50 pounds.

Benefits Package Summary

- Health, Dental, & Vision Insurance (up to 85% covered for eligible employees, including dependent(s))
- Group Life, Short Term & Long-Term Disability (100% covered for eligible employees)
- Personal Time Off (PTO) (starts at 18 days/year) & Holidays (16 days/year)
- 401K (up to 6% match and 2 years vesting)
- Hybrid work option includes (3) days a week in Anchorage office and (2) days a week at home (after probationary period of 90 days)
- Paid family leave (for eligible full-time employees)
- For a full description of our Benefits Package, please go to our [employment page](#).

Notes

- Diversity is a core component to the work at the Alaska Children’s Trust. We are passionate about building and sustaining an inclusive and equitable environment for all employees. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.
 - Jobs are dynamic, and assignments/priorities may change at any time without notice. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs. This description does not imply or create a contractual relationship. ACT is an at-will employer.
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Employee Name (Print)

Employee Signature

Date

Application Guidelines

Interested, qualified applicants may send their cover letter and resume to:
Kaila Pfister, kpfinger@alaskachildrenstrust.org

Position open until filled.

First review of the applicants will be: May 29, 2024