

Job Title:	TND Communications Project Manager
Team:	Resource Development & Communications
Immediate Supervisor:	OppCo SVP of Resource Development

Opportunity Communities, LLC (OppCo) is hiring a full time **Communications Project Manager** for The Neighborhood Developers (TND). TND is a non-profit community development organization led by residents that serves Chelsea, Revere, and Everett. Our programs enable community members to secure a stable home, achieve economic mobility, and create and foster community building and organizing on issues related to neighborhood conditions as well as social and economic justice. TND’s headquarters is located in Chelsea where it has operated since 1978. The organization expanded into Revere in 2010 and began offering some of its services in Everett in 2018.

Through its membership in OppCo, TND offers competitive wages and comprehensive benefits.

Position Summary Description

The Communications Project Manager produces and coordinates the agency’s communications products and activities across multiple platforms, and assists staff to use communication tools, products and strategies to achieve desired program goals. Candidates must have one to three years of communications experience or relevant work experience, and a desire to handle the communications for an active agency with many programs. This position is responsible for developing many printed and digital assets including agency newsletters, fundraising materials, brochures, eblasts, annual reports, the website and social media. Audiences range from donors, program clients, press contacts, and agency partners. Candidates must have an eye for design, ability to use Adobe’s Design Suite to produce collateral, experience creating and managing websites, and ability to steward social media.

Work Requirements

- › Associates or Bachelor’s degree is required.
- › One to three years of communications experience required or relevant work experience.

Knowledge:

- › Knowledge of communications methods with relevant work experience.
- › Excellent computer knowledge:
 - Experience with Adobe Design Suite (Illustrator, InDesign, Photoshop)
 - Web CMS required – we use Squarespace
 - Database and CRM system management
- › Understanding of local media procedures and practices.
- › Understanding of TND’s programs, activities and mission.

Skills and Abilities:

- › Excellent verbal and written communication skills—i.e., demonstrated ability to express thoughts, perceptions and ideas clearly and concisely, verbally and in writing, including editing and creating original materials.
- › Ability to interact positively with the public and with staff, clients, and board members.
- › Ability to show accuracy, timeliness and follow-up on tasks.
- › Ability to speak and write Spanish is preferred.
- › Ability to take strong photos.

- › Ability to shoot and edit short videos is preferred.
- › Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects.
- › Ability to work as part of a team to accomplish common organizational goals and objectives.
- › Experience in working with and in racially and culturally diverse communities.

To Apply/More information

TND is an Equal Opportunity and Affirmative Action Employer.

To apply, please submit your resume and cover letter to the following link:

<https://www.tfaforms.com/4727949>, or email to personnel@TNDinc.org. Please specify the job title in the subject line.