



Job Title: Communications Specialist
Organization: International Rescue Committee in Tucson
Location : Tucson, AZ
Salary: DOE

Founded in 1933, the International Rescue Committee (IRC) is a world leader in relief, rehabilitation, protection, post-conflict development, resettlement services, and advocacy for those uprooted or affected by violent conflict and oppression. With operations in over 40 countries, the IRC delivers lifesaving aid, rebuilds shattered communities, and restores livelihoods. Through our network of 22 resettlement offices, the IRC helps refugees and asylees who have been admitted to the United States to develop the skills they need to acclimate and achieve self-sufficiency. The IRC advocates tirelessly on behalf of the displaced, addressing the root causes of violence and standing up for the world's most vulnerable populations.

Position Summary:

The Communications Specialist at the International Rescue Committee in Tucson is a self-starter who is responsible for overseeing IRC's local marketing communications and brand activities. The Communications Specialist designs and implements marketing communication projects with responsibilities that include public relations, special event management and creating brand awareness. The successful candidate is a creative individual with experience in social and print media. This is a part-time position; benefits are available.

Responsibilities:

- Assist in the strategic development of a comprehensive marketing strategy to increase the IRC's visibility in southern Arizona;
- Write, design and produce newsletters, e-newsletters, blogs, photo essays, brochures, outreach presentations and other communications materials;
- Maintain up-to-date website content and increase IRC Tucson's social media presence
- Create copy and design local fundraising materials including appeals, acknowledgment letters, and annual reports;
- Identify PR opportunities, coordinate a media calendar and draft press releases;
- Build and maintain a photo and video library; provide direction for photographers and videographers;
- Plan and coordinate outreach events, presentations and tabling opportunities;
- Plan and coordinate the Youth Ambassador Internship Program;
- Assist the Development team with promotion of special events;
- Perform other duties as assigned by the supervisor;
- This position reports to: Development Officer.

Requirements:

- Bachelors degree; Minimum 2 years experience in marketing and/or public relations; understanding of refugee resettlement a plus;
- Must be detail-oriented and possess strong organizational skills, and multi-tasking and problem solving abilities; ability to think strategically;
- Demonstrated social media skills;
- Demonstrated superior writing and communication skills, including experience working in and developing teams;
- Understanding of nonprofit fundraising, event management and budgeting;
- Proficient in Microsoft Office and Adobe Suite; basic knowledge of html preferred;
- Knowledge and understanding of ethics and confidentiality related to media and fundraising.

For more information on our programs, please visit: www.Rescue.org/Tucson

Please apply at www.ircjobs.org

IRC leading the way from harm to home.

IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.