



## **ABHMS is hiring a Communications Coordinator**

### **Why does ABHMS need a Communications Coordinator?**

The Communications Coordinator will be a proactive, creative and organized administrative support person for our marketing and communications team. The Communications Coordinator must be someone with great attention to detail who is organized, able to prioritize tasks, and follows through efficiently, accurately, and in a timely manner. Project management skills and a strong, positive, customer-focused attitude are essential. An ability to adapt to change with a desire for continuous learning are essential for success.

### **EDUCATION, KNOWLEDGE, EXPERIENCE and SKILLS**

- Appreciation for ABHMS's mission, vision, values, and goals. To be successful in this role, the individual must understand the organization's mission and values and work diligently to make a positive impact on advancing that mission.
- Bachelor's degree in communications, marketing, project management or other relevant studies.
- Minimum of 2 years administrative experience in a corporate context, a religious nonprofit, or an advocacy organization.
- Experience with content management systems and project management tools essential.
- Strong writing, editing and verbal communication skills.
- Creative and critical thinker with problem-solving skills.
- Project management skills.
- Able to manage multiple projects at the same time with diverse deadlines.
- Intellectual curiosity and commitment to lifelong learning.
- Proficiency with Microsoft Office and other relevant technologies (Outlook, Excel, PPT, Word, SharePoint, Teams, Smartsheet, Zoom, Cvent) with the ability to learn new technologies.
- Able to work collaboratively in teams, take instruction, and follow through with assigned tasks, while also having the confidence and self-motivation to contribute to team goals and take responsibility for one's own scope of work with limited direct supervision.
- Accurate and detail-oriented with a strong professional ethic and sensitivity to confidentiality.
- Professional customer service mindset for effective engagement with constituents.

- Resilient, flexible and agile to address changing trends.
- Competent working in a large faith-based setting where cultural and gender diversity are greatly valued.
- With ample notice, able to occasionally work an irregular schedule (evenings and weekends).
- Able to commute daily to ABHMS corporate offices in King of Prussia, PA.

### **Primary Duties and Responsibilities**

- Oversees the day-to-day operations for unit projects.
- In consultation with unit director, review and approve new project requests properly informing team members of assignments and keeping requested informed of progress. Job requests are managed in Asana software.
- Follow up with the team members to ensure projects are on track for completion.
- Update internal mailing lists and customer relations management portal.
- Coordinate shipment of communications/marketing resources, promotional items, pop-up banners to events.
- Track inventory of all resources and promotional materials and order additional items as directed.
- Ensure timely response to all general requests coming through social media/website; forward to appropriate ABHMS staff for response.
- Monitor budget and process vouchers for payment of writers, vendors, freelancers etc. Reconcile monthly expense reports as directed.
- Participate in regular meetings of unit; occasionally attend other meetings to represent unit. Record notes as directed.
- Proofreading for key periodicals and resources, as needed.
- Maintain copies of all unit collateral and submit to historical society as directed.
- Ensure new staff and board member bios are completed within timely fashion. Update website content as needed.
- Provides support and scheduling for online/onsite meetings and events as assigned.
- Collaborate with other administrative staff to ensure assigned programs and initiatives are well implemented.
- Represent assigned programs in interdisciplinary teams or other meetings as requested.
- Make travel arrangements for unit team as needed
- Occasional travel to signature events.
- Other duties as assigned.

ABHMS is a great place to work! We offer an excellent compensation package: salary and benefits (health insurance, paid vacation and paid sick time, participation in a fully vested 403b, paid maternity/paternity leave, continuing education grant, plus many others). ABHMS provides support to continue to develop staff knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives.

We offer a safe, professional work environment located at 1075 1st Avenue, King of Prussia, Pa. ABHMS is an equal opportunity employer. We do not discriminate and take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

If interested in applying: send the following via email to [LMiraz@abhms.org](mailto:LMiraz@abhms.org)  
Cover Letter & Current Resumé

We will begin reviewing candidates as early as February 21st 2025.