



## Communications Coordinator

The Community Foundation of Greater Muscatine Communications Coordinator works closely with the President and the Director of Marketing to achieve the strategic goals of the Community Foundation. This professional is comfortable working in an accurate and efficient fashion from verbal direction and a detailed knowledge of organizational policies and procedures.

### Responsibilities:

- Exhibit an appropriate level of initiative in the performance of a wide array of administrative support, communications, and project management related duties.
- Prepare agendas, supporting documents, and meeting minutes as needed.
- Ensure digital and printed files, documents, and reports are up to date, accurate, and complete.
- Coordinate organizational correspondence to facilitate on-going communications and efficient operations.
- Develop and proofread work for content, spelling, punctuation, grammar, typographical errors and branding specifications.
- Communicate effectively with internal and external partners to inform, collect, and confirm information needed for projects and events.
- Make recommendations for improvements in processes, projects, and strategies.
- Organize meetings, manage calendars, and arrange travel.
- Perform office activities such as welcoming clients and visitors, answering phones, directing customers inquiries, organizing mail, and running errands.

### Qualifications:

- Associate degree or beyond, preferred
- Proficiency in Microsoft Office tools (Word, Excel and PowerPoint)
- Superior verbal and written communication skills.
- Ability to work with limited supervision, and as part of a team, to manage multiple and sometimes competing priorities effectively.
- Must have high level of interpersonal skills to handle sensitive and confidential information. Position continually requires demonstrated business etiquette.
- An affinity for philanthropy, the role of non-profits in strengthening communities, and a commitment to diversity, equity, and inclusion.
- Have a valid driver's license.

**Additional Information:** Attendance, punctuality, professional appearance, and conduct required. Must have proven attributes of confidentiality, honesty, and integrity. Must have own transportation. Ability to lift and carry 20 pounds. Successful candidates may undergo skills verification at Temp Associates.

**Equal Opportunity Employer:** *The Community Foundation of Greater Muscatine follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.*