



JOB ANNOUNCEMENT

- Position Title:** **Communications Manager (Contractual) – Remote (must live in Mid-Atlantic region and be able to attend MAC-ISA events)**
- Basic Function:** Perform all tasks related to public relations and communications; including but not limited to web updates, monthly email updates, newsletter tasks, partner emails, green industry calendar update, advertising, publications, and other materials for various MAC-ISA events, and other duties as assigned.
- Specific Tasks:**
- Responsible for MAC-ISA website management to include updating web pages, maintaining events calendar, posting job ads, creating event registrations, and general website changes. Liaison with the website administrator to ensure the website is functioning properly and updates/changes are made.
 - Create content and maintain social media presence.
 - Write and design monthly Constant Contact email updates about current events and courses to membership.
 - Develop promotional material and press releases for major events
 - Coordinate quarterly *Canopy Coverage* newsletter tasks, including but not limited to contacting advertisers, setting up newsletter committee teams meetings, collecting content suggestions and articles, editing suggestion list, editing text for newsletter, performing layout of Canopy Coverage, including converting of ads and photos to grayscale suitable for insertion, submitting Canopy Coverage to printer for final printing.
 - Prepare promotional materials for various MAC-ISA events such as program brochures, certificates, posters, signs and facebook posting as needed
 - Assist President/Executive Director with preparation of Annual Report.
 - Attend major MAC-ISA events (4 event per year), as needed.
 - Assist with monthly membership and outreach communications.
- Time Estimate:** 20 hours a week
- Term:** Minimum 1 year

To apply, send cover letter, resume, writing samples and salary requirements to Liz Buxton, MAC-ISA Executive Director, at director@macisa.org. No phone calls.