

NHBSR Communications and Event Manager

New Hampshire's leading state-wide organization that promotes socially responsible and sustainable business practices -- ***New Hampshire Businesses for Social Responsibility*** -- has an exciting part-time opportunity available for a self-motivated, highly organized individual with strong communications and event planning experience.

Based from your home office in **New Hampshire**, the Communications and Event Manager will support the Executive Director and will help communicate and promote socially and environmentally responsible business in the state through compelling external communications, programming opportunities, high profile events, and membership outreach designed to expand our business networks and brand awareness.

The ideal candidate will be comfortable working in partnership with others and self-managing daily tasks. S/he will also bring a demonstrated familiarity with traditional media channels and social media platforms. This position requires approximately 24-32 hours per week with occasional full days and evenings required to support events.

Responsibilities

The part-time Communications and Events Manager will be responsible for:

COMMUNICATIONS:

- Develop communications based on the PR & Marketing Committee's Strategic Outreach Plan
- Manage ongoing member communications including event reminders, programming opportunities, educational/informational outreach, member retention activities and new member welcome packages
- Create and effectively distribute press releases for programming, member promotion and branding purposes
- Maintain positive, related communication with the Board of Directors, committees and organizational partners

COORDINATION:

- Work in partnership with staff, sponsors, Board/committee members and general membership to design and implement successful, high-profile events
- Coordinate and manage logistics for Board of Directors, committee, programming and partner program meetings
- Serve as scribe for Board of Directors and committee meetings – distribute notes to applicable membership

MANAGEMENT:

- Develop and manage diverse blog content and member features for monthly e-newsletter
- Maintain, update and enhance NHBSR's website with relevant and dynamic sustainability content
- Manage and author content for NHBSR's Social Media channels including Facebook, Twitter, LinkedIn and Google Hangouts

Qualifications

Qualifications include strong communications experience, membership management (or similar experience), and event planning skills, specifically:

- Self-motivated, a creative and independent thinker who would be excited to build and enhance our communications rather than just plug content into existing structures
- Exceptional written and verbal communication skills
- 2-3 years in-depth experience with Microsoft Office Suite, Constant Contact (or similar outreach software) and Social media management
- Proven event logistics management
- Strong organizational skills and attention to detail
- Passion and demonstrated experience in corporate social responsibility desired
- Background in nonprofit member management or a business environment, a plus

Please send the following via email to michelle@nhbsr.org :

- One page cover letter summarizing how your professional experience would benefit NHBSR
- Your resume
- An example of your communications work, e.g. blog post, article, website or social media site managed
- Wage expectations