

MILESTONES AUTISM RESOURCES

Communications Coordinator

Milestones Autism Resources is a non-profit organization dedicated to improving the lives of individuals on the autism spectrum by educating, coaching and connecting the autism community with evidence-based information. Milestones' core programs are: an annual conference, coaching, adult services and online resources at www.milestones.org.

Milestones Autism Resources is seeking a digital content producer to join our team.

Position Summary

We are looking for a Communication Coordinator who will use a variety of public relations tools to 1) promote public awareness of Milestones Autism Resources story, activities and brand; 2) collaborate with staff to continually inform volunteers and supporters, and 3) collaborate with staff for production of materials to attract participants, inspire new volunteers and funding resources.

We offer candidates the chance to make an immediate impact as part of an engaged, passionate team that presents an annual regional conference for 1,200, curates a website of over 1,000 resources, provides a free helpdesk, and offers consultation services and trainings.

You'll be expected to leverage your established communications expertise and public relations skills to increase awareness of Milestones Autism Resources.

Essential Duties and Responsibilities

Develop overall communications plan reflecting strategic goals of organization, integrating the Milestones story through a variety of public relations tools. Establish a methodology to qualitatively and quantitatively measure communications and marketing strategy. Continually refine strategies and tactics for reaching internal and external constituencies, donors, and the overall community. Manage creation, distribution, and maintenance of all print and electronic communications materials.

The Communications Coordinator will be responsible for the following areas:

- Overall organizational and programmatic marketing plan
- PR/Media Relations
- Collaborative Partnerships
- Outreach Coordination
- Communications
 - Promoter of Milestones image in Community
 - Development of Organizational Collateral
 - Promote educational, outreach, fundraising events via email blasts and traditional media
 - Staff Liaison to Communications Committee
- Other Duties as specified
 - Collaborate with Digital Content Producer on promotion of educational, outreach, and fundraising events

Education and/or Work Experience Requirements:

- Bachelor's degree (B.S. or B.A.) and 1-5 years relevant work experience
- Exceptional oral and written communication skills and strong attention to detail
- Graphic design skills (especially familiarity with InDesign and Photoshop)
- Ability to translate complex concepts into easily understood language for diverse audiences
- Ability to work independently as part of a creative team
- Ability to prioritize among competing goals to execute on tight deadlines
- Articulate, polished, and professional demeanor with strong work ethic, initiative, and confidence

- Savvy with Microsoft Office (Word, Excel, PowerPoint), online email and website platforms
- Experience and proven success working in member or client services role
- Knowledge of fundraising communications techniques, public relations, donor relations a plus
- Previous non-profit experience
- Knowledge of autism a plus

We value a culture of collaboration and professional and personal growth for all team members.

Milestones provides a competitive salary, healthcare, paid time off that increases with tenure and a generous company holiday schedule.

Application Requirements:

If you identify with our values and feel strongly that you could contribute to our team, we encourage you to submit your cover letter, work samples, 3 professional references and resume to jobs@milestones.org. Please include "Communications Coordinator" in the subject line.

Working Conditions and/or Physical Requirements:

- Physical requirements associated with office working environment
- Ability to operate standard office equipment
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

Location for work: Warrensville Heights office

Position: Full-time, salary based on experience, exempt

Milestones is proud to be an Equal Opportunity Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex (including pregnancy), age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristic under federal, state or local law.

Milestones will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

This job summary is intended to be brief and does not list all the duties for this position. Nothing in this job description should be construed as an express or implied contract of employment. Swagelok is an at-will employer, which means that either party is free to terminate the employment relationship at any time, without any advanced notice, for any reason or no reason.