Communications and Outreach Coordinator
Full Time

ADvancing States represents the nation’s 56 state and territorial agencies on aging and disabilities and supports visionary state leadership, the advancement of state systems innovation, and the articulation of national policies that support long-term services and supports for older adults and individuals with disabilities.

ADvancing States is seeking a Communications and Outreach Coordinator to assist with marketing and communication activities in a fast-paced mission-driven organization. Responsibilities include developing and maintain website(s) (conference and association), posting social media updates, and assisting project staff. This position will also provide clerical support including answering phones, processing mail and supporting our conference team.

The successful candidate will be a college graduate and have strong written and oral communication skills and analytical capability. Knowledge of website management software and survey tools preferred.

Key Responsibilities
- Update website and social media content
- Assist with conference and meeting planning tasks, including registration, marketing, and outreach
- Build and maintain online conference website, registration, and abstract submission tools
- Conference preparation and implementation
- Write and disseminate weekly enewsletter via Constant Contact/Mail Chimp
- Answering telephones
- Mail processing and distribution
- Scheduling for project staff
- Work on special projects, as needed

Basic Qualifications
- Bachelor’s in Communications, Public or Health Policy, Public Administration, Social Work or related field preferred
- Strong verbal, written and interpersonal communication skills
- Excellent organizational skills and attention to detail
- Familiarity and proficiency with computer systems, including word processing and database software preferred
- Ability to be flexible, multi-task, prioritize, and manage multiple projects simultaneously in a fast-paced environment
- Team player with the ability to take initiative and work well independently

To apply, please send a resume and cover letter to hr@ADvancingStates.org. ADvancing States is committed to providing equal opportunities for all applicants for employment. We are an Equal Opportunities Employer.