



## **NVFC Seeks Communications Coordinator**

The National Volunteer Fire Council (NVFC) is the premier nonprofit association serving the volunteer fire, emergency, and rescue services for more than 45 years. Today, the NVFC serves as the voice of over one million volunteer firefighters and EMS personnel on the national level and provides valuable training, programs, and other resources.

The NVFC seeks a high-motivated, full-time Communications Coordinator. This position is remote but will ideally be based in the Washington, DC, area near core staff and NVFC functions. This position is an integral part of the team and will assist the Chief of Communications in conducting the organization's outreach and marketing efforts, including writing articles, drafting outreach and marketing materials, maintaining web sites, coordinating advertising campaigns, managing social media pages, proofreading and editing, working with various stakeholders and contacts, responding to inquiries, coordinating with vendors and partners, assisting with programs and projects, and other duties as assigned.

Exceptional attention to detail is required along with excellent written and verbal communication skills. The ideal candidate will work well in a small staff, team-oriented, virtual environment and will demonstrate initiative, a desire to grow and learn, possess great organizational skills, and will take ownership over their assigned project areas. Fire service experience preferred. Salary is commensurate with experience.

The NVFC provides competitive pay, an excellent benefits package, a great work atmosphere, and room for personal growth and learning. Send cover letter and resume to: Kimberly Quiros at [kimberly@nvfc.org](mailto:kimberly@nvfc.org). No calls please. Relocation fees are not provided.

### **Responsibilities:**

- Writes content for NVFC publications including newsletters, guides, and toolkits
- Drafts marketing and outreach materials
- Assists in maintaining and updating the organization's web sites
- Coordinates advertising campaigns and outreach to target audiences
- Works with stakeholders and industry contacts to disseminate information, messaging, and materials from the NVFC
- Manages some of the NVFC's social media pages and serves as back-up on others
- Coordinates Facebook Lives and other social media engagement events
- Formats the NVFC's electronic newsletter and eblasts for distribution
- Assists with developing resources for the NVFC's key programs
- Coordinates with graphic designer, printers, and other vendors for printed and electronic materials
- Works with corporate sponsors, members, board of directors, industry media, and other stakeholders on various projects and outreach campaigns
- Assists with gathering data and tracking results of outreach efforts

- Authorizes program expenditures (up to designated authorization amount as set forth in the NVFC Accounting Manual)
- Provides some administrative support such as answering phones and taking meeting minutes
- May represent the organization at speaking engagements, tradeshow, and meetings
- Maintains media lists
- Assists with other projects and activities as necessary
- Other duties as assigned

**Qualifications/Skills/Competencies Required:**

- Excellent verbal and written communication skills and ability to present information persuasively and concisely to different audiences
- Highly organized with the ability to learn quickly, prioritize, and manage multiple projects with high attention to detail
- Energetic, forward-thinking, and creative individual with high ethical standards and professional image
- Ability to work well under pressure, determine priorities, and produce results
- Ability to work as part of a team and to work independently, a self-initiator, versatile, and motivated
- Proficient in Microsoft Office, including Excel, Word, Outlook, PowerPoint, and other productivity tools
- Proficiency in using various social media outlets such as Facebook, Twitter, Instagram, and LinkedIn
- Fluency in web analytics tools and marketing tools
- Experience in utilizing web site CMS, preferably WordPress
- Excellent customer service ethic and responsiveness
- Understanding of an association/nonprofit environment, strategic planning, market research, marketing and communication, product development, and decision-making skills
- Demonstrated willingness to embrace change and adapt strategies as needed
- Ability to understand importance of the position for the success of NVFC
- Strong desire to continue to learn and develop new and exciting content
- Must demonstrate accuracy and seek to improve/promote quality in the organization while exhibiting objectivity and openness to others' views

**Education/Experience:**

Bachelor's degree from accredited college or university; two to four years related experience and/or training; or equivalent combination of education and experience.