

## **Job Description: Communications Manager**

North Shore Chamber of Commerce

---

### **Job Role and Summary**

The North Shore Chamber of Commerce is seeking an experienced public relations leader with high-level editing experience for the role of part-time Communications Manager.

The Communications Manager is responsible for controlling the flow of information among the Chamber, its members and the public through its website, social media channels and other publications, as well as internal communications among the staff, the Board of Directors and membership.

The Communications Manager helps determine marketing strategies and public relations campaigns, directs and writes content for digital, social media and print products, and oversees the work of employees, student interns and independent contractors.

### **A. Duties and Responsibilities**

- Develop and drive a multi-channel communications strategy, ensuring outstanding quality – and quality control – of all information released.
- Manage the daily production of all print and digital content, including assignment, reporting and editing, photography and design. All content must consistently provide information of importance to members of the North Shore Chamber and the community at large.
- Serve as Editor-in-chief of Impact, the Chamber's business magazine, including creation of cover concepts, story budgets, content assignment and editing, and writing and photography.
- Write daily news content for the Chamber website, sales materials, and other products.
- Write and edit press releases as needed.
- Manage media relations and develop contacts with media members, community leaders and government officials.
- Assist with managing and networking at Chamber events, trade shows, conferences, and the like.
- Prepare materials for board meetings, as well as other communications needed for Chamber programming and events.
- Work with the Chamber team to identify industry experts to present timely topics of interest to the Board of Directors and to the membership.
- Research, monitor and report on government activities that impact member businesses and organizations. Build and maintain professional relationships with members of federal, state and local government entities and agencies.
- Attend Chamber functions as assigned.
- Other duties as assigned.

## **B. Skills**

- Exceptional oral communication skills, including the ability to speak confidently and professionally at public events and meetings.
- Outstanding writing, reporting and editing skills. This includes the ability to report and write all types of communications, including but not limited to press releases, news and feature stories, advertorial paid content, social media posts and email newsletters.
- Ability to juggle numerous projects simultaneously and meet strict deadlines.
- Strong leadership competencies with high standards of integrity, work ethic, trustworthiness, and personal responsibility.
- Broad knowledge of policies and legislation that impact commerce and economic development.
- In-depth knowledge and experience with all aspects of media, including print, magazine, and digital.

## **C. Qualifications**

- Associate's degree in English, journalism, marketing or related field. Bachelor's degree is preferred but related experience will be considered in lieu of academic credentials.
- A minimum of five years' experience working in media, public relations, or related fields.
- Preferred: A minimum of three years of experience managing the editorial operation of a business and/or lifestyle magazine.
- A minimum of three years of experience leading editors, writers, photographers and designers.

## **D. Schedule and Pay Details.**

- The Communications Manager will work a flexible schedule, with the opportunity for some hybrid work.
- Hours will average 20-25 per week.
- Pay is commensurate with experience, and there's plenty of opportunity for outstanding training, mentorship and professional growth.

---

*The North Shore Chamber of Commerce offers competitive compensation, including a bonus program, and a flexible work schedule with some work-from-home opportunities. The Chamber office is open Monday through Friday, from 9 a.m. to 5 p.m.*

*The North Shore Chamber of Commerce provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*