

Communications Specialist Job Summary

Are you a detail-oriented project leader experienced in marketing and communications and would like to use your skills to make a daily impact on the lives of others? If so, INARF may have the opportunity you're seeking in the **Communications Specialist** position! Come join a team of professionals dedicated to improving the lives of people with disabilities by strengthening and supporting the disabilities service system in Indiana.

Details from the job description for the open Communications Specialist position are below. More details will be shared during the interview process, and the full job description is also provided in this job posting. We look forward to hearing from you!

How to Apply

Interested candidates are encouraged to submit their resume and salary requirements to: Barb Young at barb@inarf.org.

General Responsibilities

Provide effective leadership and support for communications priorities as conveyed through the website, newsletters, event marketing, graphics, industry resources, and other team initiatives. Specific responsibilities of this position are included in the full job description.

Education and Experience

Bachelor's degree in marketing, communications, public relations, or related field and minimum of three years' relatable experience preferred.

Work Environment

The scheduled work hours are any time between 7:30 AM and 5:30 PM Monday through Friday. Our Employee Handbook allows all INARF employees to work remotely on Thursdays and Fridays unless otherwise stated.

Salary

\$58,000-\$62,000

Full Job Description **Communications Specialist**

Position Overview: Provide effective leadership and support for communications priorities as conveyed through the website, newsletters, event marketing, graphics, industry resources, and other team initiatives.

Specific Duties and Responsibilities:

1. Promote INARF as the resource for Indiana IDD service providers.
 - a. Ensure that the website presents relevant resources that can be easily understood and accessed by stakeholders.
 - b. Coordinate with team members to support strategic priorities and ensure these opportunities are communicated effectively.
2. Lead integration of the organizational brands found within the INARF Brand and Identity Guide and the Ability Indiana Brand Standards Manual throughout the websites and general communications, ensuring consistency.
3. Design graphics, handouts, and one-pagers that promote INARF and Ability Indiana initiatives.
4. Lead and execute the development, design, production, and timely delivery of content through established communication tools, including:
 - a. Publications and informational materials including bi-weekly INARF newsletter, INARF annual report, INARF Salary Survey, INARF Resource materials, and Ability Indiana annual report
 - b. INARF branded templates – such as event, name badge, and PowerPoint templates
5. Design creative elements to promote the INARF Annual Conference, including website, general communications, and onsite components. Populate detailed information related to all Conference activities on the website, the onsite program, the event app, and other materials.
6. Identify gaps and opportunities relative to marketing and communication activities; develop recommendations to address same.
7. Proactively identify new methods to promote INARF's mission and values through effective communications, newsletter articles, or new graphics.

General Responsibilities:

1. Manage the day-to-day responsibilities of the position while remaining organized to meet deadlines for long-term projects with collaborative transparency to the team.
2. Accept and incorporate feedback from team members on projects.
3. Provide timely, professional, effective, and accurate communication, verbally and in writing, to members, teammates, and other stakeholders.
4. Provide exceptional customer service to meet INARF's standards.
5. Assist with the development and implementation of various special projects.

Qualifications:

1. Bachelor's degree in marketing, communications, public relations, or related field and minimum of three years' relatable experience preferred.
2. Proven track record of leading integrated marketing and communications campaigns from strategy through execution, with a strong expertise in brand strategy.
3. Experience using web content management systems and responsibility with website management, with the goal of assuring a positive experience for members.
4. Proficiency in Adobe and Microsoft Office applications, and willingness to learn additional programs such as the INARF association management system (MC Trade), SharePoint/One Drive, Canva, and others as needed.
5. Experience developing content through graphic design platforms.
6. Ability to be a self-directed, strategic thinking leader, applying organizational and time management skills with a strong attention to detail in a collaborative environment.
7. Be available to conduct regular business either from the INARF office or from outside the office as defined in the Regular Work Week Expectations Policy.
8. Possess a valid driver's license and reliable transportation.
9. Be available for in-state business travel as necessary.
10. Adhere to the Association's policies and procedures contained in the Employee Handbook.