



## Position Description

<b>Title:</b> Creative Communication Coordinator	<b>Employment Status:</b> At-Will
<b>Department:</b> Strategic Partnerships	<b>FLSA Status:</b> Full-Time/ Non-Exempt
<b>Reports to:</b> Director of Strategic Partnerships	

### MISSION

Seeking to put God's love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.

### OBJECTIVE OF THE ROLE

The Creative Communication Coordinator (CCC) will be responsible for crafting and executing compelling communication strategies that enhance public awareness of Pikes Peak Habitat's (PPHFH) programs. The role will focus on storytelling, content creation, media relations, and stakeholder engagement, with a strong emphasis on producing high-quality digital materials to visually communicate PPFH's impact. The CCC will be responsible for the development and implementation of a comprehensive communication strategy aligned with PPFH's mission and vision.

### PRIMARY RESPONSIBILITIES

#### Communication Strategy Development

- Create messaging that highlights PPFH's impact on affordable homeownership and community development, inspiring stakeholders to support advocacy efforts
- Create and maintain a comprehensive communication strategy that is in alignment with PPFH's strategic plan

#### Content Creation and Multimedia Production

- Develop engaging content, including articles, social media posts, newsletters, and impact stories
- Create multimedia materials such as videos, photos, and infographics to support PPFH's communication efforts
- Create profiles of families that participate in PPFH's programs
- Manage production of print and electronic newsletters
- Ensure the PPFH website and social media platforms are regularly updated with relevant, current, and impactful content
- Serve as the point of contact and webmaster for web hosting company and other digital content providers
- Engage with constituents on social media to improve PPFH's online presence, and collect and analyze data to evaluate performance

#### Marketing and Brand Management

- Coordinate, collaborate, and manage marketing projects for PPFH, including design, pricing, production, and timelines
- Manage brand guidelines and ensure that all materials are current and up-to-date
- Effectively collaborate with internal stakeholders in the design of marketing, event, and activity collateral to prevent misunderstandings, minimize mission and scope creep, and ensure projects stay on track, on budget, and are delivered on time

### **Media Engagement**

- Serve as the primary point of contact for communication-related inquiries and manage relationships with local partners and media
- Draft press releases and coordinate media kits
- Support community and advocacy events, and public outreach activities
- Manage media releases for all events and programs

### **General Responsibilities**

- Collaborate with other PPHFH staff to ensure the mission is successful
- Other duties and responsibilities as assigned by supervisor

### **EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES**

Including any required experience, education, licensure, certification, or combination thereof:

- Bachelor's degree (or higher) in journalism, public relations, communication, or marketing; strong writing and editing skills; experience in working with print and interactive/multimedia
- Can provide a portfolio of professional quality, relevant material
- Ability to work in team environment with enthusiasm for affordable homeownership and mission of PPHFH
- Proficiency in working autonomously under tight and changing deadlines with multiple projects
- Good working knowledge of website editing (WordPress preferred)
- An ideal candidate will have good working knowledge and experience in the following:
  - Instagram, Facebook, YouTube, LinkedIn, etc.
  - Basic video editing and/or digital media production skills
  - Adobe Creative Cloud Suite, Canva, MS Office Suite
  - Familiarity with A/V equipment and setup
  - AP Stylebook

### **Physical Requirements**

This role requires occasional standing, walking, sitting, and the use of hands for handling objects or tools. It may also involve climbing stairs, balancing, stooping, kneeling, crouching, crawling, speaking, hearing, tasting, or smelling. Must be able to lift or move up to 25 pounds. Vision requirements include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be provided.

### **Work Environment**

Primarily office-based with a dedicated workspace and standard equipment provided. Occasional outdoor work or travel may be required for events, meetings, or special assignments. Some offsite work and exposure to weather conditions may occur. Noise levels are generally moderate. Reasonable accommodations may be provided.

### **JOB STATUS:**

- 1) FLSA Classification: Non-exempt
- 2) This position is full-time (FT). An individual in this position will regularly work a schedule consisting of 40 hours per week.
- 3) Work Location: The primary work site is the PPHFH business office located in Colorado Springs, CO. Working in the office is the main location with potential for hybrid work from home after 90 days.
- 4) Schedule: Usual business days are Mon-Fri, holidays excepted, and usual business hours are from 8:30 a.m.-5:00 p.m. This position will require earlier and later work hours at times, and occasional work on weekends.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Our commitment to Equity, Diversity, and Inclusion in the workplace: PPHFH is an equal-opportunity employer. Candidates from diverse backgrounds are encouraged to apply and are considered for employment on merit alone without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

**COMPENSATION AND BENEFITS:**

- Hiring range is projected at \$22 - \$27 per hour depending on experience.
- All FT employees are eligible for the following employee benefits:
  - Medical/ Life/ Dental/ Vision insurance
  - 401(k) retirement program with employer match up to 4%
  - Accrued vacation and sick hours
  - Paid holidays
  - Short-term disability available through FAMLII

**APPLICATION TIMELINE & INSTRUCTIONS: NO PHONE CALLS, EMAILS, OR PERSONAL INQUIRIES**

Apply at [pikespeakhabitat.org/employment](https://pikespeakhabitat.org/employment)

- Upload CV/Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description