



## **JOB SUMMARY**

The **Communications & Event Coordinator** is a full-time, non-exempt role which is primarily responsible for coordinating projects for the marketing and communications team that support the Community Foundation's brand and strategic objectives, including logistics for select client facing events.

A successful Communications & Event Coordinator is highly organized, excellent at planning and follow-through, very detail oriented and possesses a high level of computer competency. He or she should be comfortable in a fast paced environment and be motivated by the important mission-driven work of the Community Foundation.

### **KEY RESPONSIBILITIES INCLUDE:**

- Provide project management support for all marketing communications efforts and client events including but not limited to:
  - Support individual departments to help move their marketing/communications projects through to completion
  - Coordinate schedules with outside vendors hired for communications projects
  - Coordinate and execute logistics and planning for multiple events
- Execute all changes and updates for the Community Foundation's website
- Under supervision, assist with content creation and review of professional-level brochures, articles, reports, news releases, brochures, invitations, and other materials
- Organize, manage and implement client and other key events from conception to completion

### **TECHNICAL EXPERTISE/EXPERIENCE AND QUALIFICATIONS**

- Bachelor's degree in communications or related field
- Experience and aptitude in visual modes of communication
- Three years of experience in communications, events, marketing, branding or related field, with a proven track record of project management skills
- The Communications & Event Coordinator, at times, may be required to work nights and weekends, and attend off-premise events, such as community events and meetings; possession of a valid driver's license and reliable personal vehicle is required

Interested candidates should email resume and cover letter to [jobs@cfgb.org](mailto:jobs@cfgb.org). No calls please.

The Community Foundation for Greater Buffalo is an equal opportunity employer committed to valuing diversity and practicing inclusion.

*The Community Foundation for Greater Buffalo is a 501(c)3 public charity holding more than 800 different charitable funds, established by individuals, families, nonprofit organizations and businesses. We are committed to helping our clients support the issues and organizations that they care about most and to fulfill our mission of connecting people, ideas and resources to improve lives in Western New York. Together, with our clients and partners, we are creating positive change in our community.*