



## COMMUNICATIONS MANAGER

### POSITION DESCRIPTION

The Global Switchboard seeks a full-time *Communications Manager* to lead the organization's communication strategy.

The Global Switchboard is a nonprofit organization that stewards a diverse network of people and organizations to transform the Pittsburgh region into a more globally engaged and equitable community. Through the convening of action-oriented coalitions, a slate of programs, and a data-driven State of Equitable Global Engagement project, the Switchboard helps us bring people together, encourage collaboration, and support our network.

The Communications Manager will work in partnership with The Global Switchboard leadership team to design, implement, and manage a comprehensive, integrated, and deliberate communications and digital presence strategy for the organization. A successful candidate is someone who is comfortable working both independently and collaboratively.

### Responsibilities

- Work with the Executive Director to craft a comprehensive communications strategy for The Global Switchboard and our coalitions.
- Work with the Executive Director to strategize and design the organization's future digital presence including websites and the Switchboard Digital Hub.
- Craft a consistent messaging strategy that tells the comprehensive story of the organization and can be carried out by team members. Core communications outputs include, but are not limited to social media, monthly newsletter, press releases, etc.
- Manage the The Global Switchboard and All for All Coalition websites
- Work with the Coalition Manager and Operations Manager to coordinate communications across coalitions.
- Work with the Executive Director and Operations Manager to craft the messaging and narrative component of the State of Equitable Global Engagement project.
- Work with the Executive Director on grant proposals and reports.

### Knowledge, Skills, and Abilities Required

- Ability to work and coordinate with diverse and multi-disciplinary teams in a remote, virtual environment
- Excellent time management, priority-setting skills
- Work independently, as well as part of a team
- Creative thinking with the ability to think outside of the box and problem solve
- High attention to detail
- High degree of flexibility

- Outstanding verbal and written communication skills, including technical writing.
- Proficient with website design and construction, email marketing, and design software. Experience with WordPress and MailChimp preferred.

This position is fully remote; candidates in, or familiar with, Pittsburgh preferred.

**Compensation and Benefits:** Salary range is \$37-\$45K /year with a competitive benefits package, including medical/dental/vision and a generous schedule of paid vacation and holidays.

*The Global Switchboard's compensation philosophy serves as a demonstration of the organization's commitment to transparency and its employees. Starting salaries ranges are based on a review of comparable positions in nonprofits in Allegheny County.*

**To Apply:** Email your resume, cover letter, relevant work samples, and 3 references to [hr@theglobalswitchboard.org](mailto:hr@theglobalswitchboard.org)

*The Global Switchboard is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. The Global Switchboard's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs.*