**Position Title:** Communications Coordinator  
**Department:** Administrative Services  
**Status:** Non-Exempt

**Key Responsibilities:**
- Coordinate annual Cooperman-Bogue KidsFirst awards recognition program and luncheon honoring outstanding Pinellas County social service professionals, including promotion of awards program and nomination process; coordination of review and selection of quarterly winners by committee; coordination for award presentations and filming; and coordination of all aspects of 500 person luncheon (event promotion, guest list, invitations, registration, sponsorships, honorary host committee, event program/script, venue coordination, collaterals, and volunteer recruitment/training)
- Coordinate annual Children’s Summit, including guest list, invitations, registration, event program/script, venue coordination, collaterals, and volunteer recruitment/training
- Coordinate annual Youth Leadership Conference, Out of School Time Conference, and other JWB sponsored conferences, meetings, trainings, or special events, as assigned
- Assist in the creation of themes, graphics, and collaterals to promote/support JWB-sponsored events, initiatives, and campaigns
- Assist the Strategic Communications Unit in maintaining and updating content for JWB’s owned communication channels, including JWB’s website (Wordpress), email marketing software (Constant Contact/Mailchimp), social media platforms (Facebook, Twitter, Instagram, YouTube, and LinkedIn), and JWB’s intranet (iJWB)
- Maintain up-to-date contact lists in coordination with other staff leads
- Work cooperatively on inter and intra departmental teams to accomplish established team objectives and timeframes
- Assist with other duties, as assigned

**Specifications:**
- Associate’s Degree in communication, marketing, public relations, hospitality management, business management, digital media, or related field, plus two years’ experience as described above or an equivalent combination of education, training and or experience; Bachelor’s degree preferred
- Proficient in Microsoft Office Suite software (Word, Excel, PowerPoint, Outlook); graphic design software experience/knowledge a plus (Photoshop, Adobe Illustrator, InDesign)
- Experience with social media and/or website content management a plus
- Excellent writing, proofreading, and verbal communication skills
- Dependable, strong work ethic, and highly-organized with proven ability to work independently
- Strong interpersonal skills and ability to work well as part of a team

**Additional Requirements:**
- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes
- Possess a valid driver’s license and/or access to reliable transportation

**Applicants:** Please submit resumes by Monday, March 16, 2020 to:  
Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.  
14155 58th Street N. Clearwater, FL 33760  
email: hr@jwpinellas.org or fax: 727-453-5610 Website: www.jwpinellas.org

*The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.*

*Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.*

*Applicants interested in claiming Veterans’ Preference please apply at: www.jwpinellas.org*

*All applicants are advised that applications in Florida become a matter of public record upon receipt.*