

## The American Red Cross

### Communications Coordinator – St. Louis Area Chapter - St. Louis, MO

The Communication Coordinator manages public relations and communications to enhance public awareness of American Red Cross services and fundraising events. The Communication Coordinator will help increase the visibility of the Red Cross by developing and maintaining strong relationships with traditional media and implementing the latest technologies in social media. The Communication Coordinator manages regional media inquiries; develops and stands ready to implement the Disaster Communication Response Action Plan; and handles other public relations functions including collecting Red Cross stories, blogging, speech writing, public speaking, organizing public relations events, training public affairs volunteers and strategic thinking.

#### KNOWLEDGE & SKILLS

<b>Type &amp; Level of Education:</b>	Bachelor's degree in public relations, communications, marketing, journalism or equivalent
<b>Technical or Other Abilities:</b>	Highly developed verbal and written communication skills. Evidence of writing acumen is required.
<b>Experience:</b>	Minimum of three years of public relations experience required. Recent experience in social media required.
<b>Specific Skills &amp; Attitudes:</b>	Ability to manage multiple projects simultaneously. Ability to assimilate information quickly, analyze problems and implement solutions required. Ability to generate ideas and plan implementations. Must have exceptional interpersonal skills to interact with all levels of staff, media, volunteers, donors, external partners and the general public. Must be willing to serve in a public affairs capacity for American National Red Cross disaster assignments.
<b>Physical Abilities:</b>	Must be available to travel within the Chapter's jurisdiction and out of town for conferences and seminars. A valid driver's license is required.

For full job description or to apply, send resume with salary requirement to: [recruiterD7@usa.redcross.org](mailto:recruiterD7@usa.redcross.org). **MUST include position title and desired location in subject line.**