



Communications Manager Job Description

Communications Manager - Part-time (20 - 30 hours/week starting): Upper Marlboro, MD based accounting services company seeks a creative, dependable professional to assist our growing Communications team. This position is NOT a telecommuting position.

FLSA: Non- Exempt position (hourly). Work hours are Monday-Friday (between 9:30a-6:00p) and Saturdays (9:00 am-3:00p) Overtime evening or weekend work may be required during heavy work periods.

Reports to: Office Administrator and CEO

Responsibilities include:

ADMINISTRATIVE (15%):

- **Ensure effective telephone and mail communications both internally and externally to maintain a professional image**
- **Act as a contact between office staff, clients, outside agencies, etc.**
- **File Maintenance & Filing**

COMMUNICATIONS (85%):

- **Assist with the development and management external business communications**
- **Manage social media and all business audio and visual media**
- **Create and implement marketing and advertising strategy**
- **Assist company photographers, videographers, and creative team during applicable events**
- **Manage Social Media and Community Engagement Activities**
- **Manage and execute community outreach programs and engagement**
- **Research projects as assigned**



REQUIREMENTS:

- Minimum of 2-5 years of progressive administrative experience.
- Prior Accounting Office Experience (Preferred)
- Intermediate proficiency in Microsoft Excel.
- Content Creation Experience (2 years+ in a professional setting)
- Proficient in MS Office and Adobe.
- Must be accurate & organized; meet deadlines; be detailed oriented with strong analytical skills.
- Self Starter that shows initiative
- Team player with the ability to work independently.

Knowledge, Skills, and Assessment (KSA):

- High School Diploma or equivalent; college degree (Preferred).
- Proven working experience as a personal assistant
- Two-Five years of progressive office experience;
- Two years of communications/ outreach experience
- Knowledge of office management systems and procedures
- Microsoft Office(Excel, PowerPoint, Word) proficiency.
- Outstanding organizational and time management skills
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Successful passage of background check

Job Type: Part-time

Pay: \$25.00-\$35.00 per hour