

## **External Affairs/Media Relations Manager**

Camphill Foundation – 285 Hungry Hollow Road, Chestnut Ridge, NY 10977

*This is a part-time or full-time position with the opportunity to work on-site or remotely.  
Salary and benefits commensurable with hours and experience.*

**Start Date:** November 1, 2017

**Deadline to Apply:** Applications will be accepted up until November 1, 2017 or until position is filled

**To Apply:** Please send resume along with cover letter to [info@camphillfoundation.org](mailto:info@camphillfoundation.org)

### **Who We Are**

Camphill Foundation's mission is to grow, strengthen and safeguard the Camphill movement in North America, through strategic grants and programmatic initiatives that ensure the long-term sustainability and flourishing of the Camphill movement. The Foundation supports major collective initiatives on behalf of all communities and provides assistance to the Camphill communities in the areas of capacity building, capital projects, coworker retention and recruitment and emergency support.

### **Position Overview**

Camphill Foundation seeks to enhance its visibility and impact through growth in its communication program. The External Affairs/Media Relations Manager reports to the Executive Director and will be responsible for leading the overall social media and press relations activity of Camphill Foundation. He/she will be responsible for upholding the Camphill Foundation brand, developing an overall communications and public affairs strategy and managing Camphill Foundation's social media platforms in line with agreed-upon key performance indicators.

### **Essential Job Functions**

- Coordinate and maintain website and social media platforms
- Develop and coordinate social media strategy for the Foundation and, as needed, across Camphill platforms in North America
- Craft key messages for specific groups, initiatives or projects
- Build and maintain relationships with relevant press and media
- Write promotional materials, website content, social media posts, articles, publications and other communication materials as required
- Organize new and innovative ways to communicate and engage donor, thought leadership and Camphill constituencies
- Promote ongoing Foundation events and programs

### **Job Requirements**

- BA in Communications or related field
- 2 years minimum of related work experience
- Demonstrated experience in public relations
- Social media posting and engagement experience, WordPress publications (or similar), Facebook, Twitter, and other social media platforms
- Excellent oral and written communication skills (writing samples required)
- Interest in working in a non-profit environment