POSITION: COMMUNICATIONS MANAGER
DEPARTMENT: GENERAL GOVERNMENT
FLSA STATUS: NON-EXEMPT
PAY GRADE: 70
SALARY RANGE: $58,312.60- $89,579.23

General Description of Duties
The Communications Manager is responsible for overseeing CTAC’s public communications and branding activities.

Primary Tasks and Responsibilities
- Ensure the Trust’s branding is maintained on all documents and external communications
- Maintain the content of the Trust’s website
- Manage and update the Trust’s social media accounts
- Maintain media contacts
- Develop and distribute news releases
- Develop flyers, brochures, or other communications
- Compile information for news and events
- Produce and distribute CTAC newsletter
- Produce periodic communications to Trust stakeholders (i.e. providers, citizens, other gov’t officials)
- Support Trust staff in preparing for public presentations
- Manage the Trust’s communications platforms

Minimum Education and Training
• Bachelor’s degree
• One year of professional experience as a communications professional

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at a time and to the sole discretion of the Children’s Trust of Alachua County.

COMPLETE AND ATTACH: ADA Checklist