



2101 Wilson Blvd., Suite 400, Arlington, VA 22201

703-243-6111 • www.nmpf.org

“Connecting Cows, Cooperatives, Capitol Hill, and Consumers”

NMPF Communications Coordinator

POSITION REQUIREMENTS:

Bachelor’s degree in journalism or communications, or equivalent experience, with three to four years of related work experience, i.e. at a trade association, government agency or Capitol Hill office. An interest in public policy is necessary. Position requires:

- Superior writing and editing skills; can work independently and take the initiative to identify news ideas for digital platforms, including websites and social media channels;
- Creativity combined with ability to multi-task;
- Good working knowledge of Microsoft Office; ability to use Drupal, Constant Contact and desktop publishing software a big plus;
- Basic photography & video skills, and ability to use skills and tools to create digital content.

WHAT THIS PERSON DOES:

- Manages the NMPF website and oversees day-to-day online content development strategy and production;
- Edits and distributes daily news summary;
- Helps draft web content;
- Helps draft and produce monthly e-newsletters;
- Oversees the day-to-day social media activities (primarily Facebook & Twitter);
- Assist in interaction with trade press and other media. Maintain distribution lists for media and daily newsletter;
- Also assists in development and production of brochures, reports, annual meeting materials and other communications vehicles;
- Manages relationships with vendors providing communications services;
- Collaborates with coworkers on planning for association board and annual meetings.

THIS PERSON’S SKILL SETS:

- Strong organizational skills and attention to detail; accurate proofreading skills essential;
- Exhibits high level of professionalism, discretion and sound judgment at all times;
- Strong writing & reading skills;
- Ability to communicate clearly and concisely, both verbally and in writing;
- Ability to work both as part of a team and to work independently on multiple tasks;

- Ability to work effectively under pressure and to prioritize work, often juggling multiple assignments within short timeframe;
- Ability to follow through and meet deadlines.

Send resumes to INFO@NMPF.org by June 26.