



PEARL S. BUCK INTERNATIONAL INC.

520 Dublin Road, Perkasie, PA 18944-3000 (215) 249-0100 Tele (215) 249-9657 Fax

Pearl S. Buck
International

JOB ANNOUNCEMENT

Communications Coordinator – Marketing Department

Announcement Date: November 29, 2018
Work Schedule: 40 hours per week
Salary Range: Salary; \$33,000 to \$40,000 per year
Status: Immediate start date desired

Position Summary:

The Communications Specialist creates emotionally compelling donor/constituent centric copy/narrative. Assist with the design, coordination, and production of the website and E-mail marketing strategies to generate maximum public awareness and build stronger constituent relationships. Assist in developing content calendar and implementation of day-to-day social media posts, ongoing social media monitoring, documentation, program measurement and creating campaigns to engage new audiences, generate website traffic and ensure organizational information reaches targeted audiences. Support organizational initiatives and communications operations to ensure goals and objectives are achieved.

Position Requirements:

- Bachelor's Degree with a minimum of 3 years related marketing experience
- Must have valid driver's license and current automobile insurance coverage
- Must participate in child abuse prevention training upon hire
- Must have strong writing skills
- Has working knowledge of MS Software package including word processing, Word Press websites and social media outlets
- Active participation/experience in variety of social media activities such as blogging, community development and management, social bookmarking, commenting
- Familiarity with social media monitoring/listening platforms such as HootSuite

Organization Description:

Pearl S. Buck International (PSBI), a non-sectarian organization that provides opportunities to explore and appreciate other cultures, builds better lives for children around the globe and promotes the legacy of our founder by preserving and interpreting her National Historic Landmark home. This is a full-time position at our home office located in Hilltown, PA (Bucks County). Pearl S. Buck International was recognized as one of the Best Nonprofits to Work for by the Non Profit Times for 2018.

Pearl S. Buck International will not discriminate against an employee or applicant for employment or contract positions because of race, disability, color, religious creed, ancestry, national origin, age, or sex. Our home office is located on a quiet Bucks County estate, which accompanies the remarkable home that belonged to Pulitzer and Nobel Prize-winning author Pearl S. Buck. At Buck's home it tells the story of an extraordinary life, worthy of the historic landmark designation it carries. Visit our website at www.pearlsbuck.org for more details.

Resumes should be **Faxed to (215) 249-9657**
Emailed to lbishop@pearlsbuck.org or **Mailed to** the above address
before December 10, 2018