Senior Communications Associate
Full Time Exempt
Hybrid work schedule with one office day required in West Chester, PA

We are a national nonprofit organization committed to supporting those affected by breast and ovarian cancers. We are a critical resource to the members we serve; those in our program often become our ambassadors in the community, staying engaged with us through our website and social media channels. This position is a unique opportunity to positively impact the lives of our diverse community. This role is essential to the organization as we continue to cultivate community relations, advance wellness education, and develop effective fundraising opportunities.

Roles and Responsibilities

- Develop monthly social media plan and reporting to achieve organizational communications objectives (Facebook, Twitter, Instagram, LinkedIn, TikTok, and emerging platforms), serving as digital community manager of UFH brand accounts
- Lead Pink Invitational communications and marketing, managing Above and Beyond Digital Fundraising campaign and Pink Invitational social media community
- Develop and maintain creative and marketing materials and assets for outreach and development initiatives, including print and digital assets, videos, event graphics, etc.
- Perform administrative tasks as necessary, including creative orders, CRM database management, and website management.
- Assist with Unite for HER virtual events and four in-person fundraising events.

Desired Skills

- Bachelor’s degree in communications, public relations, marketing, or related field or relevant experience
- Minimum 5 years’ experience in a related communications discipline.
- Graphic design, video editing, and front-end web development experience required.
- Familiarity with the latest trends, technologies and methodologies in graphic design, web design, production, social media, etc.
- An ideal candidate is passionate about making a difference in the community and interested in joining a compassionate and progressive female-led organization.
- An ideal candidate is organized, creative, team-oriented, dependable, and looking to work in a fast-paced environment.

To Apply
Please submit your resume and portfolio, including at least three relevant work samples showcasing experience in writing, graphic design, and video production, to Corianne Armstrong at carmstrong@uniteforher.org.