

**Community Food Bank of Eastern Oklahoma
Position Description**

Job Title: Communications Specialist
Department: Marketing and Communications
Reports To: Director of Marketing and Communications
FLSA Status: Non-exempt
Employment Status: Part-time (20 hrs/wk)

SUMMARY

Assist the Marketing and Communications Department in day-to-day activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Write and produce written and electronic newsletters
- Update and maintain social networking sites to market the Food Bank
- Write and follow-up on press releases
- Create promotional material, such as flyers, using InDesign or Publisher
- Update Web site using WYSIWYG editor
- Research and develop contacts for speaker's bureau
- Assist with miscellaneous special projects
- Any other duties as assigned

QUALIFICATIONS

- Excellent written and verbal communication skills
- Proficient computer skills
- Self motivated, good organizational skills and ability to multi-task
- Valid Oklahoma driver's license and use of insured, personal vehicle
- Ability to lift 20 lbs
- Ability to work independently
- Ability to work with a diverse population

To apply, e-mail resume to personnel@cfbeo.org or mail to Community Food Bank of Eastern Oklahoma, 1304 N. Kenosha Ave., Tulsa, OK 74106.