Job Description: Marketing & Communications Manager
Location: Irmo, SC (In-office and Virtual)
Position Description: Full Time

Our Mission and Purpose:
The National Safety Council Southeastern Chapter is a chartered chapter of the National Safety Council. Our mission is working together to save lives from the roadway to the workplace across South Carolina & Georgia. We work to achieve our mission by providing education, awareness, advocacy, and prevention in three core areas: roadways, workplaces, and communities.

Position Overview
We are seeking a dynamic and creative Marketing & Communications Manager to join our team. This role involves crafting compelling marketing collateral, creating and supervising campaigns, and managing our social media presence. The ideal candidate will be passionate about making a significant impact on our safety initiatives and possesses a knack for innovative and strategic marketing.

Responsibilities:
- **Design and Production:** Create digital and print marketing materials including flyers, postcards, reports, large format, PSAs, and other promotional items (bonus points for video production).
- **Email Marketing:** Design and distribute promotional emails that effectively communicate our programs and initiatives and engage our audience.
- **Event Participation:** Travel and represent NSC at various events and programs requiring an estimated 10-15% travel annually (occasional overnight travel required). Events include community outreach initiatives, industry tradeshows and program site visits. Transportation and related expenses covered. Photography experience a plus.
- **Social Media Management:** Oversee and enhance the organization's presence on social media platforms, including content creation, campaign execution, and engagement strategies.
- **Brand Advocacy:** Ensure all marketing efforts reflect NSC's core values and mission, maintaining consistency across all platforms.
Preferred Qualifications:

- Bachelor's degree in a relevant field (e.g., Graphic Design, Marketing, Advertising, Communications, Journalism, Media Production, etc.) and 3-5 years of related experience (may include college portfolio). Or 10+ years related experience.  
- Proven track record of developing and/or managing successful marketing campaigns, preferably in the nonprofit or government sectors.  
- Exceptional written and verbal communication skills with the ability to engage with a diverse range of stakeholders.  
- Graphic design skills and experience with design software program(s).  
- Strong organizational skills with the ability to manage multiple projects and priorities simultaneously.  
- Collaborative team player with a proactive approach to building positive relationships.  
- Innovative mindset and a willingness to explore new approaches to promoting the SCNSC brand.  
- Willingness to travel as required by the role.

Preferred Technical Skills:

- Email distribution (Mailchimp or similar platform)  
- Social media (Facebook, Instagram, LinkedIn, other)  
- Microsoft products (Outlook, Word, Excel, PowerPoint)  
- Graphic design software (InDesign, Canva, etc.)  
- Websites (any platform / basic WYSIWIG editor)  
- Bonus points for form builders, survey builders, Salesforce, or any other technical experience  

What We Offer (Compensation Package):

- Annual Salary: $60,000 - $70,000, commensurate with experience  
- 100% paid medical and dental coverage  
- Up to 8% employer match for retirement plan  
- Annual bonus  
- Cell Phone Stipend  
- Very generous paid time off (PTO)  
- 12 paid holidays and the week between Christmas and New Years off  
- Position reports in-person at 121 Ministry Drive, Irmo, SC 29063. But this role may allow a periodic, project-based, work-from-home schedule after 90-day onboarding.
Submission Deadline: July 15, 2024

Application Process:
If you are a creative individual with a passion for making a difference, we invite you to submit your resume and cover letter. Please highlight your experience designing and managing marketing campaigns and/or relevant projects. If selected for an interview, please be prepared to show samples of your past work. Send your resume and a cover letter to Taylor Harrison at tharrison@scnsc.org. Interviews will take place at 421 Mission Court, Irmo, SC 29063.

NOTE: This job description is intended to provide a general overview of the position's responsibilities and qualifications. Actual responsibilities and qualifications may vary based on the specific needs of the organization.

Organization Website: www.scnsc.org