

Manager, Program & Communications

The Program & Communication Manager will play an integral role in assisting the Marketing & Events Manager and the Vice President of Strategic Communications with a diverse set of responsibilities as they relate to the successful execution of events and communications strategies. Applicants should have prior mass communications and event planning experience, strong written and interpersonal skills as well as ability to manage time effectively, handle multiple projects of various scopes and work well with deadlines. Applicants will be part of a fast-paced team environment that calls for flexibility, critical thinking and creativity.

Responsibilities

The essential duties and responsibilities include the following:

- Assist with digital and print marketing, including but not limited to, social media scheduling and monitoring, editorial writing, event collateral, and updating website and database.
- Website maintenance, including updating content, images and event pages.
- Assist with Delaware Business magazine; writing, planning, editing and brainstorming of content and design.
- Implement and assist in designing print and digital marketing pieces, including social media posts, email blasts, member news, promotional videos, flyers, etc.
- Assist with event planning, coordinating, and day-of management.
- Work with both the Events and Communications team to develop marketing schedules and strategies and promotional collateral to support programs and events.

Skills and Qualifications

The requirements below are representative of the knowledge, skill, and/or ability required.

- Strong written and verbal communication skills required
- Proficiency with Microsoft Office Suite and Adobe Creative Suite (InDesign, Photoshop, Illustrator and Premiere) required
- Proficiency with social media platforms: Facebook, LinkedIn and Twitter required
- Knowledge of Sprout Social or similar social media analytical tools preferred
- Knowledge of Constant Contact or similar email marketing platforms preferred
- Familiarity with web-based content management systems preferred
- Experience with event planning and coordinating preferred
- Ability to learn quickly and take ownership
- Ability to prioritize tasks, meet deadlines and generate high-quality deliverables

Education and Experience

Experience in communications and event planning. Bachelor's Degree in relevant field preferred.

Interested applicants should email a cover letter and resume to dsc@dscc.com.