

Communications and Administrative Coordinator

Position Description

Kuntzsch Business Services, Inc. (KBS) is seeking an experienced communications and administrative professional to support needs of KBS and multiple clients. The communications and administrative coordinator will be responsible for developing print and electronic communications, event planning, and providing administrative support. KBS provides an array of services to clients in the fields of clean energy, natural resource conservation, and community & economic development. Additional information about KBS can be found at www.kbsincorporated.com.

Summary of Responsibilities

- Design and develop content for print materials (fact sheets, brochures, newsletters, etc.)
- Design and develop content for electronic materials (HTML emails, website updates, blog, etc.)
- Develop graphics (tables, charts, info graphics) to support project documents
- Support development of written pieces (press releases, letters, reports, etc.)
- Manage content for electronic communications (HTML emails, websites, blogs, and social media)
- Support event planning and promotion
- Update and maintain contact databases
- Maintain editorial calendars and deadlines for print and electronic communications
- Develop and maintain annual communications plans and audits
- Maintain relationships with third-party vendors and service providers
- Provide administrative support for office (office mail, filing, surveys, etc.)

Requirements

- Minimum 3-5 years of communications, marketing, or similar experience
- Bachelor's degree
- Excellent writer and communicator
- Must work well in groups in both leading and supportive roles
- Comfort working with multiple clients on multiple projects simultaneously
- Versatile writing and design skills
- Strict attention to detail in design, grammar, and database needs
- Proactive outreach skills, ability to connect people, clients, vendors, etc.
- Experience developing and implementing communications / marketing strategies
- Experience working with HTML email platforms (Vertical Response, Constant Contact, etc.)
- Experience working with website content management systems, including WordPress and custom built systems
- Experience working with Adobe Creative Suite, Illustrator, InDesign, Photoshop
- Proficient with Microsoft Office, Word, Excel, PowerPoint; working knowledge of HTML and CSS; Mac OSX platform experience is ideal
- Expertise and/or concrete knowledge in one of the following fields: clean energy solutions, natural resource conservation, community & economic development, and/or a directly related field.

Compensation

- Salary commensurate with experience.
- Medical benefits.
- IRA with employer match.

Position open until July 31, 2011. Qualified candidates should submit résumé and salary requirements to Rachel Kuntzsch via email rachel@kbsincorporated.com.