Communications & Administration Manager

The Home Builders Association of Metropolitan Harrisburg is seeking a Communications & Administration Manager that is a dynamic, strategic-minded professional to be responsible for developing and overseeing the organizations communications and office administration.

Essential Duties and Responsibilities

Communications:

Lead and manage the communication and marketing initiatives that meet and exceed the organizations goals.

- Curator of the HBA brand by establishing brand guidelines and standards.
- Responsible for HBA website maintenance and content creation.
- Responsible for social media.
- Create weekly E newsletter and manage contact list through Constant Contact.
- Provide content for special publications produced by contracted publishers.
- Develop graphics and produce promotional materials for multiple annual events and programs.
- Maintain the HBA membership and sponsorship program books.
- Track and ensure that all sponsor deliverables are fulfilled.
- Manage external media relationships.

Administration

- Manage the Membership CRM
- Accounts Receivable
- General office administration

Education and Experience

Bachelor's degree OR at least 2-5 years of relevant experience preferred.
Proficiency in Microsoft Office Suite required.
Adobe Creative Suite and WordPress preferred.

To Apply: Send a cover letter along with your resume for consideration to kristi@harrisburgbuilders.com.