

# Public Relations and Communications Manager

\$45,000 plus benefits

**The Humane Society for Tacoma and Pierce County** is the fourth oldest Humane Society in the United States and one of the largest Humane Societies in Washington and is planning to build a new shelter and create a new vision for the future and it is a very exciting time to be joining the organization.

We are looking for a Public Relations and Communications Manager to develop and implement all communications and PR activities across the Humane Society for Tacoma and Pierce County including all media activity, social media, production of inhouse newsletters, promotional aspects of website, annual report and all other communication initiatives.

Along with the CEO, and Director of Marketing and Development they will help build and communicate a vision for The Humane Society for Tacoma and Pierce County and develop the organization's position in the community, inspiring the support of the community at large.

This is a critical role for the organization and we are ideally looking for someone who has the following skills, experience and approach:

- At least five years' PR/Communications experience
- At least two years organizational Social media experience
- Able to write press releases and draft media stories
- Creative publishing skills to be able to create newsletters
- Good media networking skills
- Exceptional writing, verbal communication and presentation skills.
- Proven success in leading communications, social media/digital campaigns.

The objectives for this role will include:

- Ensure consistent messaging across the organization to promote the mission, vision and values.
- Develop an annual strategy for communications providing a cohesive message.
- Direct communications efforts for publicity, press, promotion, and public information activities.
- Writing, editing, production, dissemination and maintenance of all written and electronic communications, including social media, press releases, op-ed pieces, newsletters, annual reports, the website, and promotional materials.
- Creating a minimum of one media story per week.

If you meet some but not all the requirements above it is still worth applying as personal values and attitudes are as important to us as skills and expertise. We are looking for someone with integrity, good judgment, and discretion along with a professionalism and interpersonal style that elicits trust from leadership, staff and partners – and of course you must love animals!

This is also a fast-moving environment, so you need to be able to prioritize effectively; to think through the consequences of your actions or inactions and be able to focus on core objectives.

If you think you are what we are looking for and you want to be part of our exciting mission please forward your resume and application letter to [Careers@TheHumaneSociety.org](mailto:Careers@TheHumaneSociety.org)