

JOB OPPORTUNITY

Vice President of Communications

Location:	Santa Ana, California
Base Pay:	\$60,000-75,000 plus benefits
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Company Communications
Required Travel:	Negligible
Relocation Covered:	No

Description

The successful candidate will be a part of the leadership team and work under the supervision of the Chief Operations Officer. The Vice President of Communications will be responsible for the development and overseeing of all communication functions in the company. Applicants should have a strong understanding of social media, excellent written skills and be comfortable using technology as a communication tool. This position involves maintaining a strong communication voice for the company, through digital and written media. The position will supervise a small team of employees. The Responsibilities include;

- Design and production of a two-four page monthly employee newsletter
- Establishment and maintenance of the company e-mail and e-mail communications with employees
- Design, maintain and update the company communication bulletin board
- Establish and maintain daily company related social media, including twitter, Facebook and Instagram
- Provides the digital media department with digital newsletter and materials for the web site
- Conduct weekly meetings with your department personnel
- Development of news releases on company successes
- Coordinate the preparation for company events and trade shows
- Maintain company mail boxes

Real World Requirements:

Education: Undergraduate studies in communications, journalism, public relations or related field. Ten years in corporate or agency public relations and/or as a member of the news media or related field. Must have excellent written and oral communication skills Working effectively under deadline pressure. Ability to work cooperatively in a team environment. Ability to set work priorities. Working knowledge of PC and related software, such as InDesign and Microsoft Word. Position requires a strong understanding of effective social media as it relates to developing a marketing a company image and branding.

This full time position will carry with it company medical, dental and vision benefits

For consideration, apply with your resume, cover letter and job application to Mr. Alan Gersten by the closing date.

Application Information

Contact: Alan Gersten
Closes: Monday, September 19, 2016
Interviews: TBA

JOB OPPORTUNITY

Communications Associate

Location:	Santa Ana, California
Base Pay:	\$24,000.00-30,000.00
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Communications
Required Travel:	Negligible
Relocation Covered:	No

Description

The Communications Associate will support the company communications department through completing task directed and designated by Vice President of Communications. Responsibilities will include:

- Will contribute to the design and production the monthly employee newsletter.
- Monitor and maintenance the company e-mail and e-mail communications.
- Update the company communication bulletin board each month.
- Maintain daily company related social media, including twitter, Facebook and Instagram
- Provides the digital media department with digital newsletter and materials for the web site
- Attend weekly meetings with your department personnel
- Support the development of news releases on company successes

Real World Requirements:

Education: Undergraduate studies in communications, journalism, public relations or related field. 1-3 years in corporate or agency public relations and/or as a member of the news media or related field. Must have excellent written and oral communication skills Working effectively under deadline pressure. Ability to work cooperatively in a team environment. Ability to set work priorities. Working knowledge of PC and related software, such as InDesign and Microsoft Word. Position requires a strong understanding of effective social media as it relates to developing a marketing a company image and branding.

This full time position will carry with it company medical, dental and vision benefits

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Application Information

Contact:	Alan Gersten
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