



JOB ANNOUNCEMENT

Position: Production Coordinator
Responsible To: Managing Editor, Marketing and Communications
Location: New York HQ

Background: Girls Incorporated® is a nonprofit organization that inspires all girls to be strong, smart, and boldSM through a network of local organizations in the United States and Canada. With local roots dating to 1864 and national status in the U.S. since 1945, Girls Inc. responds to the changing needs of girls and their communities through research-based programs and advocacy that empower girls to reach their full potential and to understand, value, and assert their rights. In 2008, Girls Inc. reached over 900,000 girls through Girls Inc. affiliates, our website, and educational publications.

Departmental Role: To articulate, manage, and strengthen the brand of Girls Inc. and to build its visibility.

Summary: To work with the Managing Editor; Manager, Media Relations and Public Education; and Director, Marketing and Communications and staff to manage production process of all marketing and communications projects.

Responsibilities

Manage all production processes for print and electronic publications. Participate in conceptualizing and executing a broad range of marketing and communications initiatives, such as website development, e-marketing, public education campaigns, print publications, video projects, etc. Develop and maintain production schedules. Develop and maintain working relationships with departments, consultants, and vendors. Update and maintain graphics guidelines and writing-style guidelines.

Qualifications and Skill

- Working knowledge of electronic and print publications production
- Demonstrated success in project management
- Two to four years of professional experience in publishing, publications, or communications
- Thorough understanding of graphic design
- Excellent planning and operations skills
- Excellent organizational and interpersonal skills
- Excellent writing and editing skills
- Computer literacy, including a working knowledge of graphics and video software and the Internet
- Collaborative work style
- B.A. degree
- Commitment to gender equity issues
- Experience in representing a diverse, multicultural population

Salary

Commensurate with experience, comprehensive benefits.

HOW TO APPLY: Email resume, cover letter, and salary range requirements to:
Allison Keiley, Managing Editor
akeiley@girlsinc.org

No phone calls, please.

AN EQUAL OPPORTUNITY EMPLOYER

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