



The mission of MDHA is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: January 25, 2019
Position Closing Date: February 22, 2019**

Job Announcement

Position: COMMUNICATIONS MANAGER

Salary Beginning at \$66,069

Under the direction of the Director of Communications, the Communications Manager will assist and manage the development and implementation of communication strategies that enhance the agency's brand through the use of storytelling and social media. The Communications Manager will also manage the Agency's internal communication, and perform other related duties.

MDHA offers competitive salaries and an amazing retirement program.

Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

REQUIRED EDUCATION, EXPERIENCE AND LICENSES:

Bachelor's degree in public relations, communications, marketing, or a related field and three (3) years of relevant experience in the field of public relations, communications or marketing. Preference will be given to applicants with knowledge of the Nashville/Middle Tennessee area and those with experience in organizations similar to MDHA.

Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL FUNCTIONS

- Assists the Director of Communications with planning, development and promotion of various agency programs, services and activities;
- Manages and monitors the agency's social media channels and actively participate in online conversations in real time to build brand visibility;
- Coordinates and recommends social media marketing tools, best practices and strategies to optimize outreach efforts;
- Analyze performance for all online efforts and utilize analytics/metrics, SEO tools and reporting tools to create benchmark reports;
- Manages internal communication;
- Develop marketing assets such as feature stories;
- Writes, proofreads and/or edits material for publication;
- Assists in website updates;
- Plans community events such as groundbreaking and ribbon cuttings;
- Participates in community programs, committees and task forces as assigned by the Director of Communications;
- Represents the Director of Communications when assigned to do so;
- Performs all duties with the required level of discretion and/or confidentiality;
- Perform work on weekends and after hours, as needed;
- Perform other related duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ability to communicate effectively with residents of MDHA housing, MDHA staff, stakeholders, community members and the general public;
- ability to speak effectively in public; ability to plan, organize and direct various public relations programs;
- ability to establish and maintain effective working relationships with coworkers, public and private entities;
- ability to write clearly and understandably; ability to work under tight deadlines; strong organizational skills;
- ability to analyze data on web traffic and make recommendations on utilizing social media in communications strategies;
- ability to conduct research and prepare reports as assigned by the Director of Communications; thorough knowledge of the principles, practices, laws and regulations pertaining to the publication of information;
- knowledge of programs and activities relating to urban and community development, public housing, project-based rental assistance, Section 8, affordable housing, workforce housing, commercial revitalization, and the policies and procedures of MDHA;
- awareness of Nashville and Middle Tennessee regional media;
- working knowledge of social media, primarily, but not limited to Facebook, Twitter, Instagram and LinkedIn and other web applications; knowledge of photography and photographic equipment; ability to implement a strategic communication, public relations and public information campaign in support of MDHA's long range goals;
- willingness and mental and physical abilities to perform the duties involved in this classification. Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.

EQUIPMENT USED

General office equipment, personal computer and automobile

SUPERVISION EXERCISED

As directed by the Director of Communications

LICENSE REQUIRED

Valid Tennessee driver's license

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency
701 South Sixth St.
Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.