



“Five Counties Strong” – Thurston, Lewis, Grays Harbor, Mason and Pacific

## **Communications Specialist-Job Description**

### **OVERVIEW:**

The Olympia Master Builders (OMB) are looking for a professional individual who shares the common philosophical goal of assisting the building industry by advocating for policies that help our members create affordable housing for all economic segments of society. Our employees are motivated, hardworking, well informed, politically astute, and dedicated to providing the best possible service to individual OMB members, fellow OMB staff, and the association as a whole.

### **CORE RESPONSIBILITY:**

Responsible for planning, developing and implementing the internal and external communications program for the association in accordance with the goals and objectives of the Board of Directors.

### **DETAILS:**

- Creates printed and digital materials for distribution to members and the general public regarding issues, programs and events.
- Coordinates creation of all association electronic and printed publications. Includes writing content, and layout design.
- Maintains the association’s website to include writing content and the creation of graphics.
- Coordinates and manages advertising campaigns for OMB’s public events.
- Establishes a media program that includes regular press releases on issues, programs and events.
- Ensures a strong social media presence to promote issues, programs and events.
- Keeps informed of new developments and trends within social media.
- Regularly conducts relevant market research and monitors trends.
- Regularly coordinates with the other staff members concerning execution of events and other functions of the Association.

*- Olympia Master Builders -*  
**BUILDING STRONG COMMUNITIES,  
ONE HOME AT A TIME.**

[www.omb.org](http://www.omb.org)

- Provides “talking points” for members and staff on issues and assist with writing speeches and articles where needed for senior leadership.
- Performs other duties as assigned.

**INTANGIBLES:**

- Must be able to appropriately interact with a multitude of personalities
- Self-starter with the ability to think on their feet
- Must be able to think outside of the box
- Willing to work within the team to get the job done

**EXPERIENCE WITH THE FOLLOWING PROGRAMS:**

InDesign, Photoshop and Word Press  
Must be capable of quickly learning other programs

**COMPENSATION:**

- Starting Salary: \$35,000 to \$48,000 per year, depending on qualifications.
- Health Insurance: Coverage is paid 100% for the individual (no dependent coverage) and covers dental, vision and \$25,000 Life-AD&D. The current plan has a \$500 deductible and a copay amount.
- Simple IRA: OMB will match up to a 3% base salary contribution.
- Vacation/Sick Leave: Two weeks paid vacation per year, one day of sick leave (eight hours) per month.

**CONTACT:**

Please submit a resume and cover letter expressing your interest in and qualifications for the position to Angela White, via email at [angela@omb.org](mailto:angela@omb.org), or via fax at 360-754-7448.