

Communication Specialist Job Description

Clearwater Communications is seeking a full-time Communication Specialist to provide communications services for multiple client organizations.

Clearwater Communications is a full-service association management and public relations firm, providing management, communication and administrative services for a wide variety of nonprofit, business and government clients in the areas of association management, government relations, meeting and event planning, financial and database management, public relations, writing and editing, and graphic design.

This position requires strong verbal, written and electronic communication skills, as well as excellent interpersonal, organizational, planning and public relations skills. Duties vary by client, but may include:

Association Management:

Assist in the management of multiple clients and a variety of responsibilities, including assisting in the coordination of board and committee meetings and regular communication to board and committee members. Collaborate with association leadership and stakeholders to complete annual organizational work plan action items.

Event Planning:

Assist in the coordination and logistics of organizations' conferences, including soliciting sponsors, coordinating speakers and providing day-of event management.

Communication and Public Relations:

Plan media and public relation strategies. Launch membership campaigns. Responsible for website maintenance and social media. Write articles for newsletters and magazines.

Government Relations:

Assist in keeping organizations up to date with current legislation including drafting weekly reports and monitoring legislative committee hearings for relevant activity. Craft letters, emails and testimony to present to legislators. Assist in lobbying efforts.

Qualified applicants should possess a bachelor's degree in a communications, marketing, or related field. Applicants must be well-organized, detail-oriented, have strong communication skills, and have the ability to work with minimal supervision. Applicants will need to attend meetings in and out of state, so some travel is required. This position is located in Bismarck, N.D. Compensation is based on experience and qualifications. The salary range for the role is \$40,000 - \$46,000 per year.

Interested applicants can submit resume and cover letter to sschutt@clearwatercommunications.net by April 5, 2024.