

Position Available: Communications Specialist

Our Organization:

The Professional Association of Georgia Educators (PAGE) is the largest independent educator association in the state and nation. PAGE exists to support our members — who serve in every Georgia public school — by providing unparalleled legal coverage, legislative advocacy, professional learning, grants, scholarships, and more.

Position Overview:

PAGE is seeking a Communications Specialist to join our team. The individual in this role will write, design, and publish targeted, effective messaging across multiple print and digital platforms. Equally adept at copywriting and graphic design, the ideal candidate will thrive in a creative, strategy-driven, deadline-oriented environment that blends collaborative development with independent implementation.

Functions & Responsibilities:

Under the direction of the Communications Director and in conjunction with an existing Communications Specialist:

- Draft, edit, proofread, and refine targeted, effective, multi-platform content. Deliverables include magazine articles, marketing/promotional materials, social media and website content, event collateral, media releases, and more.
- Design magazine pages, ads, flyers, and additional creative deliverables.
- Create graphics for use on social media, member materials, website, and more.
- Create and maintain annual social media calendar; Post to all channels using Meltwater Engage®; Monitor comments; Respond to questions; Conduct analytics and create reports.
- Review daily media monitoring reports, assist with website updates, and contribute to creation of project timelines; Enter and track project progress using trafficking platform.
- Attend certain PAGE events and contribute to event deliverables including promotion, photography, and post-event messaging.
- Additional responsibilities as assigned.

Qualifications & Core Competencies:

Required:

- Bachelor's Degree: Communications, Journalism, English, or related field.
- Minimum of three (3) years' experience in a Communications / Marketing / Advertising role, or an equivalent combination of experience, education, and training.
- Minimum of three (3) years' experience in copywriting / content creation.
- Minimum of three (3) years' experience in graphic design.

- Writing and design samples required of all candidates.
- Top candidates will complete a copywriting exercise, an editing/proofreading exercise, and a design exercise at the PAGE office.
- Excellent interpersonal, time management, organization, and prioritization skills.

Preferred but not Required:

- Social media experience
- Photography experience
- Familiarity with web management and print management

Location & Hours:

This position is based in the Atlanta office with remote capability. Standard hours will be established with the supervisor with the expectation for occasional evening / weekend work as well as some travel.

Salary & Benefits:

- Salary is commensurate with qualifications starting at \$40,000.
- PAGE provides a professional, supportive, and collaborative work environment that encourages employees to excel. PAGE offers a comprehensive benefits package including: major medical, vision, dental, and FSA; Employee Assistance Program (EAP); life insurance; long-term disability; sick leave; 10 days paid vacation; paid holidays; and employer-paid 401K retirement package.

Application Process:

- Submit role-specific resume and cover letter to: Jill Hay, Director of Human Resources at jillhay@pageinc.org.
- Resume / cover letter to address specifics of experience, skills, and core competencies – including software proficiencies.
- Cover letter to include link to creative portfolio. (Samples may be provided as email attachments if no digital portfolio available.)
- No phone calls please.
- Interviews will be scheduled as appropriate as applications are received. Selection of a candidate may occur at any time.

Professional Association of Georgia Educators
2971 Flowers Road South
Suite 151
Atlanta, GA 30341
www.pageinc.org

