



The **Communications Manager (CM)** is responsible to communicate the impact of Zeta Psi IHQ activities for members. The position is remote.

The principal deliverables for the CM are, but not limited to:

- Creation of a communications calendar that engages members across Zeta Psi's direct mail, email, and social media platforms with a focus on the impact of membership and support for the organizations.
- Planning and execution of a comprehensive segmented stewardship plan.
- Strategy, creation, and distribution of a segmented monthly UpZeta e-newsletter using Salesforce Marketing Cloud.
- In house subject matter expert for communications and technology issues as needed. Act as Zeta Psi's webmaster.
- Serving as a Project Manager to ensure the successful and timely publication of the *Circle of Zeta Psi*.

Requirements:

- Self-starter who can meet established timelines with minimal oversight in a totally remote environment – and who can monitor handoffs and potential gaps to prevent fumbles.
- A strong sense of mission to help students and the ability to effectively communicate that to stakeholders both verbally and in writing.

Desirable Experiences

- Familiarity in basic system administration task in Salesforce CRM and Marketing Cloud.
- Creating segmented publications and electronic newsletters.
- Membership in Zeta Psi is not a requirement for the position, but membership in a Greek letter organization is a plus.

Salary, Benefits and Disclosures:

- This position is intended to be an early career communications position where you will have the opportunity to learn and grow. Zeta Psi seeks an individual who will make a two-year commitment to the position.
- Zeta Psi offers health care, unlimited PTO, holidays, a highly flexible work environment and a 401(k) with match after one year of employment. The expected starting salary is \$45,000/year.
- The position requires the candidate to be eligible to work in the United States.
- Zeta Psi is an at-will employer.

If you are interested in applying for this position, please contact Lauck Walton (walton@zetapsi.org). **The deadline for submissions is March 31, 2022. Candidates should be available no later than May 1, 2022.**