

Job Title: Communications & Outreach Coordinator

Summary of Position:

The North American Securities Administrators Association (NASAA), a prominent Washington D.C. association devoted to supporting the work of state and provincial securities regulators, is seeking to hire a Communications and Outreach Coordinator. The position reports to the Director of Communications and contributes to an active communications department and investor outreach program for NASAA. The person in this role should enjoy writing and be good at it. He or she should have an appreciation of the organization's mission and how to implement it for different media. This position offers a competitive compensation package, including medical and dental benefits; disability insurance; life insurance; and retirement fund options.

The responsibilities of the Communications & Outreach Coordinator include the following:

- Draft news releases, op-eds, talking points and other communications material.
- Prepare daily news clips and assist with production of the organization's weekly activity report.
- Assist the Director of Communications with development and promotion of investor alerts, quarterly newsletters, annual reports and other publications.
- Develop social media material to maintain and grow NASAA's social media presence.
- Manage media requests for interviews.
- Maintain media contact lists.
- Manage subscriptions and vendor relationships for the Communications Department.
- Help develop and maintain content for the NASAA website.
- Represent NASAA at meetings and events sponsored by other organizations.
- Respond to member and public inquiries about NASAA communications and investor education activities.
- Support the Investor Education Section as needed and work with the Director of Communications to assist the chairs of the section and its project groups to complete tasks.

The skills and qualifications of the Communications & Outreach Coordinator include the following:

- Bachelor's degree from an accredited college or university;
- Strong written, verbal and interpersonal communications skills;
- Minimum two years of related professional work experience;
- Proficient with Windows Office, Adobe Creative Suite (primarily InDesign and Photoshop), website content management and video creation software;

- Working knowledge of investment products and securities regulation, or willingness to learn.

NASAA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.