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4829 Galaxy Pkwy, Suite M, Warrensville Hts, OH 44128

## COMMUNICATION ASSOCIATE

### INMOTION

InMotion, a 501(c)3 organization, is a holistic wellness and resource center for people with Parkinson's disease and their carepartners. InMotion delivers evidence-based exercise, arts, support and education programs and services to over 1,000 clients and carepartners at no cost. Since opening its doors in March 2015, InMotion has been committed to implementing a rigorous, standards-based data collection and analysis initiative. Our data shows that, in aggregate, people who participate regularly in our programs have positive outcomes.

### POSITION DESCRIPTION

Reporting to the Chief Advancement Officer, the Communications Associate manages all of the organization's communications and marketing objectives. This position works closely with the marketing and communication committee of the Board of Directors, and is part-time.

### RESPONSIBILITIES include (but are not limited to):

- Manages the brand – provides oversight for the use of the brand in various publications and documents
- Creates and participates in all media activities
- Updates and manages website
- Manages social media for the organization, including Facebook, LinkedIn, Instagram and Twitter
- Creates weekly e-blasts on organizational programs and activities
- Develops collateral materials and updates frequently
- Develops and manages the monthly organizational newsletter, both print and digital
- Participates in external marketing and communication activities such as community forums
- Creates methods for client feedback

### QUALIFICATIONS

- Bachelor's Degree in communications/marketing with at least three years' experience in the field.
- Excellent writing skills
- Knowledge of InDesign or other design software, WordPress, Hootsuite
- Must have computer proficiency, Microsoft Office – Mail, Word, Excel, Publisher
- Ability to manage complex projects within a budget
- Ability to work a varied schedule with flexible hours
- Ability to take initiative and think strategically
- Demonstrated sensitivity and compassion for people with chronic disease

Please send cover letter and resume to Nancy McCann at [nmccann@beinmotion.org](mailto:nmccann@beinmotion.org).  
No phone calls, please.