

# job title: community relations manager

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**Hours:**

40 hours/week - Monday through Friday 8:00am-4:00pm

**Educational Requirements:**

Bachelor's degree in marketing, business, or related concentration. Three years of experience in special event/conference planning and/or development activities. Valid driver's license, and vehicle, as travel to sites and events is required.

**Other Requirements:**

Prolonged periods of sitting, walking, and standing. Must be able to lift up to 25 lbs. comfortably.

**Job Summary:**

Assist the organization, and each person served and employed, in becoming a valued and meaningful member of the organization and our community through internal, interagency and community planning efforts. Provide coordination for all fundraising special events and development efforts and manage agency communications, including eNewsletters, staff newsletters and social media platforms. Promote the organization to both internal and external stakeholders, including funding and referral sources, legislators, employees, and the community at large. Provide administrative support with special projects and assist the Executive Director with support of the Board of Directors.

**Salary:**

Pay range is \$70,000/annual, Exempt

**Accepting applications at 75 Litwin Lane, Chicopee, MA 01020 or at [www.career.us](http://www.career.us)**

**AA/EOE. Sunshine Village is a great place to work!**