

STRAIGHT SPOUSE NETWORK

PUBLIC RELATIONS MANAGER – JOB DESCRIPTION

The SSN is looking for a dedicated Public Relations Manager to oversee our organization's public-facing image. You will be responsible for speaking on behalf of the organization to media and partner organizations.

RESPONSIBILITIES

- Work with the Re-branding and Website Re-Design sub-committees to offer them expertise and assistance in their project efforts.
- Ensure that our messaging is aligned across all platforms and publications
- Respond to inquiries from research organizations
- Create and distribute press releases on behalf of the organization
- Develop relationships within the media for dropping publications
- Pull any press on the organization into our website's Press page
- Deal with any negative publicity or bad press
- Communicate good or positive news to the volunteers, board and staff.

SKILLS

- Excellent communication skills and ability to express SSN messages accurately
- Experience in public speaking
- Self-starter that works well independently

This is a volunteer position. You would work remotely using your own personal technology to access online memberships, programs and documents uploaded to the cloud or sent via email. You would work the hours that best suit you and your available time. Staff meetings are held for an hour per month, done remotely using Zoom. Communication between staff, board and Executive Director would be done on Instant Messenger or via email.