**Communications & Events Coordinator**

The Georgia Chiropractic Association (GCA) seeks a member-centric and organized self-starter to join our small team as communications and events coordinator in Tucker, GA.

The ideal candidate will have excellent verbal and written communications and listening skills, with a heart for serving our members, and will have knowledge of a wide range of communications vehicles, from magazines and e-newsletters to social media and podcasting.

The position reports to the executive director and may include:

* Planning, writing, editing and managing design of quarterly magazine and semi-monthly e-newsletter
* Planning, designing and posting to patient and member social media and GCA website
* Planning, recording and producing monthly podcast
* Writing and distributing press releases
* Liaising with appropriate committee chairs
* Providing administrative support (ie answer phones, prepare mailings and conference packets, etc.)
* Planning, marketing and executing conferences, educational, political and social events

**Additional Skills**

* 0-2 years of experience.
* Proficiency in MS Office suite and Zoom.
* Familiarity with web, email, media and social media design principles and best practices.
* Enjoy managing simultaneous projects in a fast-paced environment. Must be flexible and willing to pitch in to help other team members when needed.
* Detail-oriented with strong organization and problem-solving skills.
* Self-starter capable of working independently or as part of a team.
* Positive attitude with an orientation towards strong customer service is very important.
* BA/BS degree in marketing, communications, journalism or a related area required.
* Experience in and/or knowledge of nonprofit and/or chiropractic fields a plus.

This job is in-person and offers paid individual health, dental, vision and life insurance coverage, IRA, continuing education opportunities, paid holiday and vacation time. This is an exempt, salaried position. Some night time and weekend hours are required with appropriate comp time to offset.

Send resume and salary requirements to Executive Director Valerie Smith, CAE, at [vsmith@gachiro.org](mailto:vsmith@gachiro.org). No phone calls. Writing samples will be requested.