Communication Manager

Planned Parenthood® Mid-Hudson Valley (PPMHV) is has an opening for a part time Communication Manager in our New Windsor Office. The ideal candidate will manage the development and implementation of the organization’s media relations and communications needs for Planned Parenthood Mid-Hudson Valley and Planned Parenthood Mid-Hudson Valley Action Fund. Works strategically and collaboratively to further the mission of the organization through its messaging and communications with all stakeholders and constituents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

* Under the direction of the Vice President of Education & Public Affairs develop and implement communication and public relations plans and strategies that will broaden programmatic reach and deepen impact.
* Develop and manage select internal communications to insure the appropriate dissemination of critical information, support a positive and productive organizational culture and reinforce statewide organizational values.
* Develop external communications to manage the brand, increase the profile of PPMHV and PPMHV Action Fund, and deepen public understanding of Planned Parenthood’s mission and services.
* Establish and maintain mechanisms and benchmarks that enable the organization to measure or track the effectiveness of its communications programs.
* In collaboration with the VP of Education & Public Affairs and Public Affairs Manager identify significant media and public policy issues that can be leveraged to support PPMHV and our strategic plan.
* Prepare press releases, statements, media advisories, organize press conferences and briefings.
* Conduct outreach to the media. Develop and maintain media contact and distribution lists.
* Serve as primary PPMHV contact for communications and media relations between PPMHV and Planned Parenthood Federation of America (PPFA).
* Manage and disseminate external communications through multiple social media and electronic communication platforms.
* Develop social media goals with metrics, and serve as primary source for social media messaging.
* Manage the PPMHV website.
* Must have flexibility in schedule, as you will have to work some evenings & weekends. Travel is required.

**EDUCATION and EXPERIENCE:**

* A Bachelor’s Degree in Public Relations, Communications or other related disciplines from an accredited college or university.
* Minimum of 2 (two) years’ experience in public relations, health services, sexuality education, and/or activism preferred.

If you believe that you have the experience and qualifications for this position, and would like to be considered, please email your resume to [jobs@ppmhv.org](mailto:jobs@ppmhv.org).

\*\*No phone calls please. \*\* PPMHV is an equal opportunity employer  
  
Planned Parenthood® Mid-Hudson Valley has served the people of Dutchess, Orange, Sullivan, and Ulster counties for over 81 years!

*Women, people of color and LGBTQ people are encouraged to apply.*