



Communications Coordinator

Hours: Full Time

Reporting to: Communications Manager

Position Summary

At CCMC, our communications coordinators play a crucial role in executing our company's purpose statement: We build community by bringing people together in the neighborhoods where they live and in the offices where we work. Simply put, we create experiences that connect people. The Communications Coordinator reports to the Communications Manager in performing a wide-range of tasks related to the composing, editing and managing materials in support of site goals and objectives through communications. The Communications Coordinator collaborates with others to develop communications strategies and programs designed to engage residents.

Main Role: Enhance the reputation of the Daybreak Community Association through communication outlets and strategic communications goals.

Responsibilities:

- Knowledge of all things Daybreak while providing answers to questions regarding community, activities, and departments.
- Focus on specific tactics to help manage the reputation of the Association.
- Coordinates with the communications manager in overseeing social media activity for the Community; building and maintaining a professional presence, monitors sites to ensure that misinformation or negative commentary is promptly addressed.
- Manages all content and activity for the Community website; updating as necessary (daily in some cases), overseeing website functionality, providing support and direction.
- Creates a weekly electronic eNews update emailed to the Community. Works with staff on concepts and content.

- Develops promotional strategies for Association activities including: writing articles, producing flyers, maintaining bulletin boards.
- Films and edits video content to showcase Association activities.
- Manage new resident welcome process and communication.
- Attend community events and marketing events as needed.
- Provides input and recommendations on the Association Communications Policy.

Required Skills:

- BA in communications or related field
- One-two years of experience in communications, marketing and/or journalism
- Sound written and verbal communication skills
- Experience in organic social media content and social media advertising
- Knowledge of photography and video editing
- Experience working in Canva, Adobe Creative Suite or related design programs
- Experience in website administration
- Ability to work as part of a team
- Highly developed interpersonal skills
- Detailed oriented, focused on achieving results
- Ability to be flexible and open to changing priorities and challenges

If interested, please email resume, cover letter and work portfolio to Sarah Andrews at sandrews@ccmcnet.com.

Daybreak is comprised of more than 8,000 homes on its way to a projected build-out of more than 20,000 residential homes. Daybreak is a highly amenitized community specifically designed with providing residents with numerous recreational and lifestyle options. It was recently named Master Planned Community of the Year by Pacific Coast Builder Conference, maintains a strong standing within the top ten top selling master planned communities as ranked by RCLCO Real Estate Advisors and resides within one of the fastest growing cities in America.

All prospective employees must pass a pre-employment drug screen and background check.