



Manager of Communications & Administrative Services ("MCAS")	
FLSA Status	Exempt
Reports to:	CEO
Supervises:	N/A
Salary Range:	\$45,000 - \$65,000

JOB SUMMARY

The Manager of Communications and Administrative Services (MCAS) is responsible for managing and coordinating internal and external communications pieces for Daystar Kids ("The Agency's") and advancing the mission and image of DSK internally and in the community. This individual will also provide administrative support to the leadership team by organizing internal and external meetings, managing the agency calendar, managing purchasing, coordinating internal and external activities and leading marketing and communications efforts to increase Daystar Kids' image. This role requires a dynamic and collaborative person who can multitask and build relationships.

ESSENTIAL FUNCTIONS

Communications & Marketing

- Build and expand the Agency's online presence, including website content, and all marketing & social media strategy.
- Ensure consistency with brand identity and graphic standards for internal and external audiences.
- Ensure messaging is appropriate for audience and delivers intended impact.
- Assist in developing and writing communications and marketing plans, including marketing materials, collateral and social media campaigns.
- Develop event scripts, run of show, presentation materials, and program outlines for both internal and external events.
- Manage internal/external events/activities, such as Rising Stars and others.
- Manage Daystar's volunteer program.
- Possess qualities of kindness, empathy, compassion and professionalism.
- Other duties as they arise.

Administrative Support

- Responsible for tracking/logging arrival and dismissal of enrollees
- Greets guests at reception area when necessary.
- Support the leadership team with various administrative needs.
- Manage the Agency's calendar.
- Schedules and coordinates logistics for meetings.
- Manage purchasing needs for the Agency.
- Assist with donor database, acknowledgement letters and producing accurate donor reports.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor's degree in communications, marketing, public relations, advertising or related field required.
- Two (2) years' experience in administrative/communications preferred.
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook) and Power Point.
- Work in donor databases a plus.
- Must possess and maintain a valid Driver license and have access to reliable transportation.

KNOWLEDGE, SKILLS & ABILITIES

- Exemplary written and verbal communication skills.
- Ability to maintain the strictest confidentiality and exercise discretion in handling sensitive matters.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly.
- Ability to achieve high-performance goals and meet deadlines in a fast-paced environment.
- Exceptional interpersonal and customer service skills.
- Commitment to building relationships at all levels.
- Passion for Daystar Kids mission and vision.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- The employee must be able to climb stairs.
- The employee must be able to regularly stand for long periods of time, sit, bend and assume postures in low positions to best engage children and ensure visual contact.
- The employee is regularly required to move from a seated position to a standing position promptly.
- The employee is regularly required to use hands; reach with hands and arms and talk or hear.
- The noise level in the work environment is usually high
- The employee is expected to work on-site in an office environment