



Position: *Manager, Communications*
Reports to: *Chief Operating Officer*
Location: *Gardena, CA*
Classification: *Exempt*

HSF Mission

HSF empowers courageous leaders – We provide students and parents with the knowledge and resources to successfully complete a higher education, while delivering support services and scholarships to as many exceptional students, Scholars and Alumni as possible.

Operations Department Mission

The HSF Operations Department champions and defends HSF's commitment to being a leading and sustainable world class organization.

Accountabilities of the Position

The Manager, Communications, manages the implementation of HSF's communications strategy in order to enhance the organization's brand and positioning, ensures that critical information is effectively disseminated to HSF stakeholders, and assists the Operations Department, as needed.

Competency

Knowledge

- Working knowledge & experience managing complex projects with various components and stakeholders
- In-depth knowledge of all social media platforms

Skills & Abilities

- Thrives in a fast-paced, high performance, detail-oriented, team-based, work environment
- Proven ability to effectively manage multiple tasks/projects and meet strict deadlines
- Exceptional and demonstrable management, leadership, interpersonal, and communication skills
- Must demonstrate sound judgment, integrity, and ability to maintain confidentiality
- Demonstrated exceptional writing ability

Credentials/Experience

- 5+ years of project management experience, ideally, in a similar role/environment, managing projects in multiple mediums, including digital, video, social, and print
- Experience in communications, marketing, journalism, writing, content creation and/or public relations
- Bachelor's or Master's degree in journalism, marketing, communications, public relations or related field, a plus

Commitment Expectations

- Flexible to work weekends and/or extended workdays, as needed
- Flexible to travel up to 25% of the time for meetings, presentations, and events, as needed
- Flexible to complete additional assignments depending on the needs of the organization
- While performing the duties of this job, the employee is regularly required to sit or stand for extended periods of time and occasionally lift no more than 35 pounds

Disclaimer

All responsibilities for this position are not included and may be adjusted over time with or without notice. Benefits provided may also be adjusted over time with or without notice. HSF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, pregnancy, sex, sexual orientation, gender identity, national origin, genetic information, marital status, disability or veteran status.

To Apply: Email résumé and cover letter to employment@hsf.net