



JOB DESCRIPTION

Exciting Opportunity: Marketing & Communications Specialist

About Us: Empowering Communities, Transforming Lives

Join the HomeOwnershipCenter, a dynamic nonprofit organization dedicated to revitalizing and growing neighborhoods across Oneida, Herkimer, Madison, Otsego, Fulton, and Montgomery Counties since 1979. We're not just changing communities; we're changing lives – and we want you to be part of our mission!

Why Choose Us?

- 4-day work week (Monday-Thursday) with 3-day weekends every week!
- Competitive salary, benefits and retirement
- Positive team atmosphere fostering growth and collaboration
- Meaningful work that directly impacts our communities
- Exceptional work-life balance

The Role: Marketing & Communications Specialist

We're seeking a creative and passionate Marketing & Communications Specialist to amplify our message and drive our mission forward. In this role, you'll be the voice of the HomeOwnershipCenter and our Lead-Free and Healthy Homes Mohawk Valley (LFHHMV) initiative, crafting compelling narratives that resonate with our community.

What You'll Do:

- Design eye-catching marketing materials and digital content
- Manage and grow our social media presence
- Develop innovative communication strategies
- Represent our organization at events and networking functions
- Analyze marketing data to refine our outreach strategies
- Collaborate with a diverse team of professionals

What You'll Bring:

- A bachelor's degree in marketing, communications, or graphic design (or an associate's degree with 2+ years of experience)
- Exceptional creative skills and a keen eye for design
- Strong proficiency in Adobe Creative Suite and Microsoft Office
- Experience with WordPress and CRM systems (preferred)
- A passion for community development and social impact

The Perks:

- Competitive salary range: \$43,000 - \$48,500 (negotiable based on experience)
- Generous benefits package including:
 - Exceptional vacation time, personal time, and sick leave
 - Comprehensive retirement plan with pension, and a 10% salary contribution by the agency with no match requirement
 - Health insurance options
 - Paid training and professional development opportunities

Ready to Make a Difference? If you're excited about using your marketing and communications skills to create positive change in our communities, we want to hear from you!

To apply: Please submit your cover letter and resume to dsmith@unhs.org or mail to: HomeOwnershipCenter Attn: Danielle Smith 1611 Genesee Street Utica, NY 13501 *HomeOwnershipCenter is an Equal Opportunity Employer committed to fostering a diverse and inclusive workplace.* Join us in our mission to build stronger, more vibrant communities – one neighborhood at a time!