Position: Communications Coordinator

It is the policy of the South Carolina Community Loan Fund not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, marital status, sexual orientation, gender identity or veteran status.
KEY SKILLS
- Demonstrates knowledge, experience, and effectiveness in marketing and communications
- Excellent written and oral communication skills
- Detail oriented and deadline driven, with excellent organizational skills and an ability to think proactively and prioritize work
- Experience writing and adapting copy for different mediums
- The ability to quickly learn new programs and work independently on multiple projects
- Graphic design experience strongly preferred
- Experience working with a range of technology including social media, Wordpress, Adobe Creative Suite, video software, and Salesforce preferred

MINIMUM QUALIFICATIONS
- Minimum of 1-3 years' experience working in communications and marketing, or other role providing experience directly related to the duties and responsibilities specified
- Bachelor's Degree required, preferably in communications, marketing, journalism, public relations or related field

BENEFITS INCLUDE
- SCCLF contributes 3% of employee’s annual salary toward retirement plan after six months
- Health, life, and long term disability insurance after ninety days
- 20+ days of Paid Time Off (PTO) per year + 12 paid holidays per year + flex schedule
- Mileage reimbursement for out of town travel at the federal rate of reimbursement
- Cellular phone stipend

TO APPLY, PLEASE SUBMIT THE FOLLOWING TO Victoria Baker, Communications Director, at victoria@sccommunityloanfund.org
- Cover Letter
- Resume
- Writing Sample (optional)