



Job Title: Communications and Administrative Coordinator

Organization: Burritt on the Mountain

Location: Huntsville, AL

Type: Full-time

Reports To: CEO

Position Overview:

Burritt on the Mountain seeks a detail-oriented Communications and Administrative Coordinator to support the CEO and Marketing Director. This role involves administrative tasks, internal and external communication, social media management, and assisting with marketing strategies. This position also serves as the liaison to the board of directors. The ideal candidate will be proactive, organized, and skilled in communication and social media. This is an on-site position with some occasional opportunities for remote work. Occasional evening and weekend hours will also be required for special events.

Key Responsibilities:

- Manage social media platforms, create content and photography, and monitor engagement.
- Provide administrative support to the CEO, including scheduling and correspondence.
- Assist with internal and external communications, including media outreach and content creation.
- Draft press releases, newsletters, and blog posts.
- Help plan stakeholder meetings, prepare agendas and reports, and maintain internal databases.
- Track and report on communication metrics.

Qualifications:

- Bachelor's degree in communications, journalism, or related field (preferred).
- Strong communication, organizational, and time management skills.
- Proficient in Microsoft Office Suite and social media management tools.
- Ability to work independently and as part of a team.

Benefits:

- Health, dental, and vision insurance
- Paid leave and holidays
- Participation in the Retirement Systems of Alabama (RSA) pension plan
- Employee discounts and museum membership
- Professional development opportunities

How to Apply:

Send your cover letter, resume, and three professional references to Lea Billups at lea.billups@huntsvilleal.gov by February 14. Use "Communications and Administrative Coordinator" in the subject line.