

Hermann Sons Life is looking for its next Assistant Communications Director. This person will work directly with the Communications Director to create and publish content, brainstorm ideas, edit newsletters and other publications, write press releases and attend both internal and external events.

Hermann Sons Life is a not-for-profit fraternal life insurance society. As such, it sells life insurance and annuity products. Its policyholders become members of the organization and enjoy benefits such as a summer camp and dance programs for children, a retirement home for seniors and the opportunity to serve the greater community.

The Assistant Communications Director will have varied responsibilities to include:

- Create, curate, and manage content on Facebook, Instagram and LinkedIn
- Monitor and respond to social media users
- Schedule posts, manage and monitor social media content/campaigns
- Serve as assistant editor of monthly newspaper including writing, editing, layout, etc.
- Assist with general Communications Department responsibilities that include creation and production of sales and marketing materials
- Serve as a member of the Marketing Team that oversees the annual advertising campaign and other matters related to marketing
- Perform other responsibilities as assigned by the Communications Director

Minimum requirements:

- Must be proficient in the use of a Mac
- Bachelor's degree or comparable experience in marketing, advertising, communications or related field
- Fluent in Adobe Creative Suite – particularly InDesign, Photoshop
- Experience developing social media and PR campaigns based on data and best practices
- Social media knowledge: Facebook, Instagram and LinkedIn
- Skills: leadership, self-starter, ambitious, strong communication (both verbal and written), organized, responsible, multitasker, hard worker, ability to work well with others
- Excellent copywriting skills
- Excellent time-management and communications skills
- Excellent attention to detail - grammar, spelling, hashtags, etc.

Hermann Sons Life offers a generous benefits package that includes:

- Paid vacation, sick leave and funeral leave
- Family and medical leave
- A 401(k) Retirement Plan
- Group medical insurance
- Life insurance
- Short and Long Term Disability
- Free parking for Home Office staff