

Job Title: Communications Coordinator**Reports to: Vice President, Communications**

The National Sand, Stone & Gravel Association (NSSGA) is the leading voice and advocate for the aggregates industry. Our members – stone, sand and gravel producers and the equipment manufacturers and service providers who support them – are responsible for the essential raw materials found in every home, building, road, bridge and public works project and represent more than 90 percent of the crushed stone and 70 percent of the sand and gravel produced annually in the United States.

Position Summary

As Communications Coordinator, you will have frontline responsibilities on projects and tasks integral to the Communications team.

Key Responsibilities

- Monitor incoming communications for the Communications team
- Assist with creation and maintenance of communications materials
- Assist in creation of member communications
- Assist in administration of the Awards process, in close coordination with the Press Secretary and Vice President
- Create and update news media lists under direction of the Press Secretary
- Look for news articles on designated issues within a defined group of publications to assist the Press Secretary
- Keep running account of NSSGA Member companies' social media channels
- Assist with postings to nssga.org and NSSGA social media channels
- Review and publish job posting requests from NSSGA member companies
- Support Digital Communications Manager to manage website and social posts as needed
- Provide administrative support for Communications Department for meetings and events
- Team with other Coordinators at NSSGA to share overall office and operations responsibilities
- Other relevant duties as assigned

Background/Education Requirements

- Bachelor's degree or equivalent strongly preferred
- 1-3 years' experience in professional workplace preferred
- Familiarity with communications office functions
- Excellent writing, editing, proofreading and fact-checking skills
- Customer service skills and proven ability to work in a team
- Project management skills

- Demonstrated ability to work with tight deadlines and think under pressure
- Desire to learn and grow professionally and take on additional responsibilities

Please provide resume, cover letter and salary requirements to hr@nssga.org. Candidates should be prepared to provide writing samples and/or examples of work product. Located in Alexandria, VA, NSSGA provides a supportive work environment, excellent benefits and competitive compensation, including health and dental insurance, participation in a 401(k) with company match, paid vacation and sick days and holidays, participation in a flexible spending account and transit program.

NSSGA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.