



FORT WORTH HISPANIC CHAMBER OF COMMERCE

POSITION DESCRIPTION:

Marketing & Communications Manager

The Fort Worth Hispanic Chamber of Commerce (FWHCC) is looking for dynamic and visionary individual to manage the marketing, communications, social media and multimedia needs of our organization. The ideal candidate will thrive in a rapidly growing organization with an innovative and collaborative team culture that is focused on providing quality programs and business development services to our members.

The FWHCC is dedicated to promoting business development, educational opportunities, networking and economic mobility for all of its members. Since 1973, the FWHCC has proudly helped Hispanic businesses start, expand and connect with other businesses, while supporting an educated workforce and serving the greater Fort Worth community.

The **Marketing & Communications Manager** is an integral role reporting directly to the President/CEO. The ideal candidate should be a self-motivated, strategic, and organized individual who can easily communicate with various audiences, from corporate members to aspiring entrepreneurs. The main responsibilities of this role include, but are not limited to:

- Leading the Chamber's marketing and communication efforts
- Managing content generation and website maintenance for the Chamber's website
- Creating marketing images, documents, flyers, and communication campaigns to highlight chamber programs, members, and initiatives
- Working independently to communicate regularly with chamber members through the chamber's weekly newsletters, website updates, publications, and social media.
- Managing media relations needs on behalf of the Chamber and the President/CEO
- Expanding the Chamber's video production and hybrid event initiatives
- Effectively demonstrating and marketing the value and benefit of being a FWHCC member

Preferred Skills

- Ideal qualities for a strong candidate: Creative, Confident, Organized, Deadline-Driven, Problem-Solver, Self-Starter, Able to Manage Several Priorities
- Strong writing, social media posting, marketing materials creation and research skills are needed for this challenging and exciting position
- Bilingual (English/Spanish) is preferred

- Must be strongly proficient in Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Word Press, Canva, Constant Contact
- Additional skills in Adobe Illustrator are considered a strong asset
- Associate degree or higher in Journalism, Marketing, Business, or equivalent experience

Applications

Interested applicants should submit a cover letter and resume addressed to Anette Landeros, FWHCC President and CEO and emailed to Admin@fwhcc.org.

Learn more about The Fort Worth Hispanic Chamber of Commerce by visiting www.fwhcc.org and following on Facebook, Instagram, and LinkedIn.