

Communications Coordinator, FISD Division

SIIA is seeking a Communications Coordinator to support the FISD Division in its Washington, DC office. The Communications position is primarily responsible for ensuring the quality, completeness, and reliable delivery of communications to FISD's global membership. Individual will manage communications across a variety of media and is responsible for the timeliness and completeness of the FISD contact database. FISD/SIIA is the premier global forum for the financial information industry with over 160 member companies worldwide.

Responsibilities include, but are not limited to, the following:

Database Management

- Manages Division member contacts and keeps database updated
- Manages Annual contact confirmation program
- Data analysis projects

Website Management

- Creates and maintain program pages for FISD events globally
- Updates department website

Communication

- Manages and produces the Division's Monthly Newsletter
- Manages and produces the Division's Monthly Calendar communication
- Develops communication materials for FISD events
- Manages printing and distribution of certificates for FIA professional certification program
- Coordinates FISD's social media presence through media like LinkedIn and Twitter.

Event Support

- Ensures that all online materials related to each event are useful, accurate, and up-to-date
- Manages pre- and post-event communications and documents – slides, agenda, posting of speakers' slides to web site
 - Copies, assembles and prepares meeting materials for shipment
 - Provides on-site registration support
 - Develops, distributes, summarizes and analyzes program evaluations

Minimum Requirements:

- Undergraduate degree and/or least two years business experience
- Ability to manage multiple tasks, solve problems and schedule work effectively
- Microsoft Office
- Experience with web publishing programs like Joomla desirable
- Exceptional organizational, oral and written communication skills
- Regular travel domestically and internationally
- Extensive experience managing a large contact database for an association or other customer-facing organization
 - Extensive experience managing web pages
 - Financial Information Associate (FIA) certification a plus

For consideration, send resume with salary requirements to: employ@siia.net

Attn: HR, SIIA, 1090 Vermont Avenue, NW, Washington DC 20005, fax (202) 289-7097