

LOCATION: Washington, DC
ORGANIZATION: Software & Information Industry Association (SIIA)
POSITION TITLE: FISD Communications Coordinator
DURATION: Full Time

Overview:

The Organization. FISD is a division of the Software & Information Industry Association (SIIA) and is the principal trade association for the financial information community. FISD has an exciting opportunity for a Communications Coordinator.

Function

Reporting to the Senior Vice President, FISD, the Communications Coordinator is primarily responsible for ensuring the quality, completeness, and reliable delivery of communications to FISD's global membership. The coordinator manages communications across a variety of media and is responsible for the timeliness and completeness of the FISD contact database.

Duties and Responsibilities:

Database Management

- Manage Division member contacts and keep database updated
- Manage Annual contact confirmation program
- Data analysis and quality projects

Website Management

- Create and maintain program pages for FISD events globally
- Update department website

Communication

- Manage and produce the Division's Monthly Newsletter
- Manage and produce the Division's Monthly Calendar communication
- Develop communication materials and event graphics for FISD events
- Manage distribution of certificates for FIA professional certification program
- Develop and coordinate FISD's social media presence through media like LinkedIn and Twitter

Event Support

- Ensure that all online materials related to each event are useful, accurate, and up-to-date
- Manage pre- and post-event communications and documents – slides, agenda, posting of speakers' slides to web site
- Copy, assemble and prepare meeting materials for shipment
- Provide on-site registration support
- Develop, distribute, and analyze program evaluations
- Coordinate with third-party webinar producer(s)

Professional Certification Program

- Update FIA Master Spreadsheet
- Email new FIAs to confirm mailing addresses for plaques
- Manage relationship with shipping company to prepare and mail FIA plaques

Benefits:

- Competitive Salary & Growth Potential
- Paid Annual & Sick Leave
- Paid Holidays
- Health/Vision/Dental Coverage
- 401(k) Retirement Savings Plan
- Flexible remote work policy

Minimum Requirements:

- Undergraduate degree and/or least two years business experience
- Ability to manage multiple tasks, solve problems and schedule work effectively
- Microsoft Office
- Exceptional organizational, oral and written communication skills
- Regular travel domestically and internationally

Each of these would be a big plus:

- CRM experience
- CMS experience (e.g., WordPress, Protech)
- Experience with a Social Media strategy and scheduling system (e.g., Hootsuite, Buffer or Hubspot)
- Graphics experience (e.g., Canva or PS)
- Familiarity with social media platforms like Twitter and LinkedIn

What We Love About You:

- You are thoughtful, energetic, innovative, results-oriented and a resourceful self-starter.
- You have a tenacious work ethic, dedicated to exceeding expectations.
- You have a “customer first” mindset and are obsessive about building and maximizing value for our members.
- You are collaborative and accountable, and committed to integrity.
- You embrace the diverse perspectives of all people and honor them with dignity and respect.
- You find time to laugh and strive to “make people’s day” in all your interactions.

Please submit a resume to rabraham@SIIA.net with “**Communications Coordinator**” in the subject line.

SIIA believes a diversity of voices leads to better outcomes for our members, our employees, our products and our communities. We are proudly committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, political persuasion or Veteran status. If you have a disability or special need that requires accommodation, please let us know.

As of January 2022