



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

**POSITION:** COMMUNICATIONS MANAGER  
**DEPARTMENT:** GENERAL GOVERNMENT  
**FLSA STATUS:** NON-EXEMPT  
**PAY GRADE:** 70  
**SALARY RANGE:** \$58,312.60- \$89,579.23

**General Description of Duties**

The Communications Manager is responsible for overseeing CTAC's public communications and branding activities.

**Primary Tasks and Responsibilities**

- Ensure the Trust's branding is maintained on all documents and external communications
- Maintain the content of the Trust's website
- Manage and update the Trust's social media accounts
- Maintain media contacts
- Develop and distribute news releases
- Develop flyers, brochures, or other communications
- Compile information for news and events
- Produce and distribute CTAC newsletter
- Produce periodic communications to Trust stakeholders (i.e. providers, citizens, other gov't officials)
- Support Trust staff in preparing for public presentations
- Manage the Trust's communications platforms

**Minimum Education and Training**

- Bachelor's degree
- One year of professional experience as a communications professional

**This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at a time and to the sole discretion of the Children's Trust of Alachua County.**

**COMPLETE AND ATTACH: ADA Checklist**