

## Vehr Communications

### Position Description — Communications Manager

Vehr Communications is looking for a talented strategic communications professional to join our team with two to four years of directly relevant, prior agency or corporate experience. We are an integrated agency that builds brands and brings clarity to complexity. We deliver meaningful outcomes through the establishment of clear objectives, solid strategies and tactics, disciplined creativity, flawless execution and hard work. We embrace a hybrid working model. We are transparent and honest, always. We invest in relationships with team members and clients. We lift up our community, our clients and each other. We listen, learn and grow. Everyone here is empowered to ask why. We have fun doing what we do.

**Position Summary:** We seek candidates who can support and grow client relationships through the best possible strategic communications programs and results. Candidates must have an understanding of paid, earned, shared and owned strategies and tactics and will be able to apply this understanding to support integrated programs of work. Strong leadership, writing, time management, analytical and budgeting skills are required. Candidates must demonstrate an ability to support client teams.

**Position Relationships:** A Communications Manager has the opportunity to work directly with clients and all employees of Vehr Communications. All employees are accountable to the CEO and President. All employees work on teams in support of our clients. Formal performance reviews are provided annually, a mentor relationship is established and quarterly goal-setting and regular mentor interaction are standard.

**Position Duties, Responsibilities and Requirements:** Vehr seeks creative and strategic thinkers who are self-motivated, multi-taskers, team-oriented, proactive, results-focused, flexible and life-learners. You will be required to:

- Support multiple client relationships and Vehr team members
- Demonstrate broad understanding of integrated communications
- Provide flawless, clear and concise written communications
- Provide exceptional tactical support in the implementation of strategic communications programs for clients
- Understand what is news, the needs of different types of media organizations and prior experience working with media
- Be proficient in using social media to advance and support communications strategies
- Keep updated on current social and digital trends and platforms
- Develop content across a variety of applications, including newsletters, reports, social media, websites, collateral, columns, blogs, media materials, etc.
- Problem-solve with curiosity and creativity
- Learn to anticipate client needs



- Constantly seek to understand the strategic implications of all recommendations presented to clients
- Accept assignments and responsibilities with enthusiasm and clear demonstration of a desire to learn and grow as a professional communicator
- Be honest, always, with clients, colleagues and yourself
- Bachelor's degree (required) in public relations, journalism, marketing, communications or related field

Vehr Communications is an equal opportunity employer. Each day, we embrace equity and fairness and are committed to individual and organizational efforts to maintain a workplace that respects diverse traditions, heritages and experiences. We hire determined individuals who demonstrate a passion to serve clients and learn about their business. In return, we offer a creative, open and dynamic hybrid work environment where employees can thrive, learn from one another and grow as integrated marketing professionals. We offer competitive compensation and benefits. All employees are required to sign an employment agreement that will be provided for review in advance of its required execution.

**Our Process:** Vehr Communications will review all cover letters and resumes submitted. We will respond to each personalized submittal. Selected candidates will be invited for an in-person interview with one or more senior leaders of the company. Candidates being seriously considered will be required to complete a “writing” test to assess writing, comprehension and integrated marketing capabilities. A finalist candidate may be invited to meet with other Vehr Communications team members in advance of receiving an offer of employment. Vehr Communications reserves the right to alter its process at its discretion for any candidate for any reason.

The information contained in this position description is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.

If interested, please forward a personalized cover letter and resume to:

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