



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC.

JOB ANNOUNCEMENT

COMMUNICATIONS DIRECTOR

Full-time/ Exempt - \$80,000 - \$100,000/ yearly depending on experience.

COMMUNITY PROFILE

Sun City Anthem (SCA) is a Del Webb developed community located in Henderson Nevada just south of Las Vegas. Developed in 1998, it is the state's second largest Common Interest Community, and the City of Henderson is the second largest in the state with 300,000 residents. The beautiful and expansive community covers 3,500 acres with 7,144 homes. SCA has approximately 12,500 total residents.

The community is governed by a seven-member Board of Directors that typically serve two-year terms. Amenities and facilities include three clubhouses with 130,000 square feet of indoor recreational space including three indoor swimming pools, two outdoor pools, tennis courts, pickle ball, bocce, 300 seat theatre, fitness centers, group exercise rooms, privately owned and operated day spa, and a grand ballroom.

SCA has over 50 chartered clubs and operates its own television station. They maintain a Community Patrol, Community Service Group, Neighborhood Watch, and Emergency Preparedness.

POSITION SUMMARY

Serve as Director of Communications for Sun City Anthem Community Association, bringing the community together, connecting the residents to the Board and other groups providing service to the community as well as each other. This position is responsible for developing brand voice and maintaining brand integrity across all media platforms, including but not limited to print, broadcast, out of home (OOH), and digital/internet.

SKILL AND ABILITY REQUIREMENTS

- Must possess and demonstrate good judgment daily while carrying out the needs and desires of the resident Board and management team and communicating with residents.
- The Director of Communications will be self-motivated and able to work effectively with a resident board and committee members, as well as volunteers; have 6+ years of professional experience in communications, public relations, or other related experience.
- Strong computer (Windows-based), written and oral communications, presentation, and project management skills; experience working in Adobe Creative Suite (Photoshop, InDesign, Premiere Pro) and/or other related design programs.
- The ideal candidate will have proven leadership skills, experience supervising and developing employees and experience working with a Board of Directors.
- Experience or working knowledge of Homeowners Associations is a plus.

2450 HAMPTON ROAD, HENDERSON, NEVADA 89052

(702) 614-5800 OFFICE (702) 614-5813 FAX

- Demonstrated knowledge and proficiency with communications technologies.
- Understanding of copywriting, graphic design, layout, and publishing.
- Demonstrated knowledge working with social media platforms and social media marketing.
- Experience with search engine marketing, Google Analytics, and Google AdWords.
- Impeccable copywriting and copy-editing abilities.
- Must be able to execute the community's mission statement:
- Must be detail oriented and have the ability to multi-task.
- Must be able to speak in a clear and understandable voice so that communication may be conducted with people of various levels of education and capabilities.
- Must have basic working knowledge of computer and other office equipment, i.e., fax, multi-lined phone system, walkie-talkie, and copier.
- Ability to stand to greet members and guests for extended periods of time.
- Must be able to interact with all types of individuals, be mentally alert, detail oriented and have good reasoning skills.
- Skilled in maintaining an efficient cheerful and professional attitude while dealing with people in volatile and sensitive situations.
- Skill in the use of a variety of computer software programs. At a minimum, must be skilled in the use of Word for Windows, internet search functions, and e-mail.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Essential responsibilities may include but are not limited to the following:

- Works closely with the COO, Website Coordinator, Informational Technology team, Management Team, Spirit Magazine graphic designer and Spirit Magazine Advertising Broker.
- Oversees and leads IT operations and staff including but not limited to the design and implementation of IT strategies and infrastructure, identification, and elimination of potential security risks.
- Responsible for strategic planning; maintaining community brand standards; keeping current talking points about Sun City Anthem and community pieces while communicating this information to visitors in a clear concise manner; interface with Sun City Anthem residents regarding new developments, policies, and events; supervising the duties of the Website Administrator; serving as staff liaison to SCA-TV; creating and managing communications plans for major initiatives, projects and programs; making strategic communications decisions based on website and social media analytics and survey results, providing superior, proactive customer service to residents of Sun City Anthem.
- Assist in the creation of digital, video, audio, and print content.
- Responsible for providing, coordinating, and editing content for the monthly Spirit Magazine and managing all communications material.
- Responsible for planning, creating, editing, and overseeing production of all means of communication for residents and the Board of Directors, including, but not limited to, at least weekly eBlasts, monthly Spirit Magazine, Association Website and possible press releases / statements and marketing campaigns, when needed.
- Responsible for creating a social media presence and developing brand voice and maintaining brand integrity across all social media platforms for Sun City Anthem.
- Manage company brand and reputation, ensuring the public views Sun City Anthem favorably.

- Manage media relations and develop contacts with media members, influencers, and community leaders.
- Manage presence at industry events and conferences.
- Create budget for communications and informational technology team and ensure compliance.
- Any other reasonable request by management.

PHYSICAL REQUIREMENTS

- Possess a valid Nevada driver's license.
- Position involves stooping, bending, lifting, pushing, pulling, grasping, climbing, and otherwise moving objects. This activity can occur several times throughout the day.
- Ability to work on a ladder or mechanical lift at heights of up to 20 feet.
- Ability to speak in a clear and understandable voice so that communication may be conducted with people of various levels of education and capabilities.
- Ability to read well enough to see obscure or faint printing with or without corrective lenses. This includes, but is not limited to, blueprints.
- Ability to work in small and confined spaces for extended periods of time.
- Ability to operate a vehicle in conditions in a safe manner without injury to oneself or others.
- Mentally alert and detailed oriented with good reasoning skills.
- Ability to direct staff and contractors.
- Possess strong written and verbal skills.
- Ability to work extended hours, days, weekends, and holidays when necessary.

WORKING CONDITIONS

- This position will be performed both indoors and outdoors. When indoors the lighting will be fluorescent lighting. Outside you may be subject to the elements of wind, rain, cold, wet, and extreme heat.

EQUIPMENT USED

- Computer, printer, mouse, copier, fax, scanner, scanner, multi-line telephone/voice mail, digital camera, and VMS

REQUIRED EDUCATION, TRAINING, AND WORK EXPERIENCE

- Bachelor's degree in communications, marketing, or a related discipline with 6-plus years of communications, marketing or public relations or related experience.
- Experience managing digital content.
- Proficiency with Microsoft Office (Excel, Power Point, Word).
- Proficiency with Adobe Creative Suite (Photoshop, InDesign, Premiere Pro) and/or other related design programs.
- Established media relations a plus.
- Homeowner's Association experience preferred.
- Superb verbal and written communication skills
- High degree of accuracy and attention to detail
- Has strong interpersonal and customer service skills.
- Possess above-average math skills.

- Able to multi-task, prioritize job tasks, and work efficiently.
- Able to effectively present information and respond to questions from co-workers, residents, volunteers, and Board Members.
- Able to work constructively and cheerfully in an environment that may be stressful due to adversarial situations resulting from the performance of the department's mission.
- Complies with all Company Policies and Procedures and safety guidelines.
- Able to use the utmost discretion regarding sensitive department or company information.
- May be required to participate in more than one assignment at a time with frequent interruptions, changes, and delays. Has the ability to remain focused and work effectively, efficiently, and positively under such circumstances.

SAFETY

Incumbent is required to comply with established safe work practices and attend all safety-related training provided or made available by the Association.

COMPANY FUNDS - This position does not have to company funds.

CONFIDENTIAL INFORMATION – This position may have access to confidential information.

TO APPLY

Sun City Anthem
2450 Hampton Rd
Henderson, NV 89052

Click here for more details [SCA Career Center](#)

OR

Email Human Resources at michelle.jeannest@scacai.com

NO PHONE CALLS

EOE

DFWP