

POSITION ANNOUNCEMENT: Communications and Data Specialist

TITLE: Communications and Data Specialist

POSITION SUMMARY: Act as a general communications resource to clients, providing overall communications counsel and project management with particular focus on the use of data systems to effectively drive communications efforts; Conduct data analysis and database management for a variety of clients within the context of public relations and communications planning; Ensure the successful integration of various data systems; Coordinate and manage ongoing data-based client projects; Perform ongoing and day-to-day database maintenance; Develop database management techniques and tools to assist in driving communications programs; Provide strategic communications consulting and planning, as well as writing, editing and coordinating communications plans for a variety of audiences. Other responsibilities may include assisting with writing, media, web, advertising or graphic design projects.

QUALIFICATIONS: Bachelor's Degree in communications or related field; 3+ years communications, public relations, marketing or related experience; Familiarity with MS Office with specific proficiency in MS Excel and MS Access; Familiarity with constructing and analyzing relational databases; Strong writing, editing, project management and interpersonal skills; Effective problem-solving and decision-making skills; Strong analytical skills; Strong computer and database management skills; Willingness to travel; Proficiency at working under deadlines; Attention to detail and accuracy; Demonstrated ability to work both independently and as an effective team member.

SALARY/BENEFITS: Salary and benefits are commensurate with experience

JOB LOCATION: Northfield, Minnesota

COMPANY WEBSITE: www.neuger.com

COMPANY PROFILE: Neuger Communications Group is a full-service, strategic communications firm, specializing in marketing communications and public relations. We deliver a big-picture perspective, experienced counsel, extraordinary service and a commitment to the highest standards of personal and professional conduct in imagining and managing our clients' communications. Our approach to strategic communications blends the time-honored habits of hard work and careful craft with the tools and techniques that draw the attention of the people our clients need to reach.

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