



JOB POSTING

Media and Public Relations Manager (Full-Time)

Mission

Empowering our communities to alleviate hunger by providing food, education and resources.

Summary

The Media and Public Relations Manager implements digital and traditional media channels to inform and influence key external and internal constituencies to further Tarrant Area Food Bank's (TAFB) mission.

Responsibilities

- Work closely with department leadership to conduct research, develop story ideas and create materials that enhance TAFB's image and public awareness of TAFB's hunger relief efforts.
- Develop paid advertising strategies for each social media channel with measurable goals that demonstrate increases in and track ROI.
- Create, write, pitch and disseminate news releases, media alerts, speeches, press kits, articles, newsletters, and reports.
- Oversee the content management system of website / web content.
- Cultivate relationships with the media and reporters; provide media with background information regarding local, state and national hunger statistics and issues.

Requirements

- Bachelor's degree in marketing and a minimum of 6 – 10 years of experience, with 3 – 5 years serving in a supervisory role; strong leadership presence.
- 7+ years of media, public relations, and event marketing experience.
- Must have prior experience working within brand guidelines and maintaining brand consistency in marketing/communications.

Office Hours

Monday – Thursday, 8:30 AM – 5 PM

Friday, 8:30 AM – 3:00 PM

Requires work schedule flexibility with occasional weekend and evening availability

Benefits

- 3 weeks PTO + 3 weeks of Holiday per year
- 90% employer paid health insurance (individual coverage)
- 100% employer paid dental, basic life insurance, short and long term disability
- 4% contribution to retirement plan after one year of service + 3% employer match

How to Apply

Please include a cover letter outlining recent experience with your resume and submit to Jobs@tafb.org

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing is required.

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Tarrant Area Food Bank | 2525 Cullen Street | Fort Worth, TX | 76107 | 817.857.7100 | tafb.org