

## Director, Communications

**Position title:** Director, Communications

**Reports to:** Internal Communications Officer

### Position Summary:

AHLA's Marketing & Communications department tells the story of our association, our members, and the hotel industry. Within this department is an internal communications team responsible for working cross-departmentally to gather all the latest AHLA information for the Marcomms department. The Director, Communications will provide communications counsel and support to AHLA's teams.

### Responsibilities:

- Communications specialist and liaison between AHLA departments and the Marketing and Communications team
- Draft talking points, one-pagers, and other marketing and communications collateral
- Writing, editing, and researching on a wide variety of topics for marketing and communications deliverables
- Copy editing
- File marketing and communications items in a database that is easily accessible to all AHLA staff
- Regular coordination with Internal Communications Officer
- Other duties and responsibilities as assigned

### Education and Experience:

- Bachelor's Degree
- 10+ years in communications at associations or nonprofit organizations

### Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent oral and written communication skills
- Excellent copy editing and proofreading skills
- Detail oriented individual with exceptional organizational and time management skills
- Ability to work under tight deadlines
- Ability to work independently as well as in a team environment
- Strong ability for collaboration is key to success in this role

Interested applicants can apply by sending their cover letter and resume to [hr@ahla.com](mailto:hr@ahla.com).

**AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

**EOE**