

Position Announcement

Communications Specialist

August 2020

OMNI is honored to be retained by [Braden Heidner Lowe and Associates](#) in their search for their next **Communications Specialist**. Braden Heidner Lowe & Associates (BHL) is a government relations and association management firm serving clients across the country. The business name has changed a handful of times through the years, but BHL is the successor of the original government relations firm in the State of Kansas. Over time, the firm has added specialties in association management services in Kansas and across the nation.

BHL has an experienced team of full-time staff dedicated working for our clients. Our goal is to meet and exceed client expectations and provide our services at the highest level of professionalism, confidentiality, and integrity. Our mission is to help associations grow, constantly assess the value proposition being offered to their members and bring the best and most current business practices to the table to ensure association leadership can focus on strategic growth and ideas. BHL has offices in multiple states, with the headquarters located in Topeka, Kansas.

Position Summary

- Drafts, and proposes communications campaigns, which may include social and online media, print media, direct mail, and other multimedia. Presents design ideas and recommendations to leadership team.
- Organizes client association outreach programs and coordinates special events that will influence public opinion or promote products, services, or ideas of the client association.
- Drafts and distributes/publishes various content pieces that promote the association, as well as individuals or groups within the association.
- Selects positive publicity materials and distributes them through a variety of channels.
- Creates and coordinates newsletters for client associations.
- Maintain and update association websites as needed.
- Social media management for association clients on LinkedIn, Facebook etc.
- Design marketing materials for programming events as needed.
- Writing and content creation for Braden Heidner Lowe and Associates as well as clients by request.
- Provide day to day communications support to association Boards, Officers and members as required.
- Communicate with association executives as well as internal BHL staff/ leadership as needed.
- Maintain confidentiality of all internal and external communications as appropriate.

Position Qualifications

- Bachelor's degree in Communication, Public Relations, Marketing, or related field preferred.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite, Adobe, social media, and comfort with learning new software if/when appropriate.
- Superior interpersonal skills and ability to work extremely well as part of a team.
- Ability to evaluate cost of a program and compare it to the benefits for the organization.
- Ability to work well under pressure and manage sensitive or controversial subjects with tact, kindness, and professionalism.

We appreciate your suggestions or referrals to professionals who may have an interest in this outstanding opportunity. Formal interest accepted through the [OMNI Executive Career Portal](#). Please direct all inquiries to:

OMNI Human Resource Management
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