

CONNECTICUT COUNCIL on  
**PROBLEM  
GAMBLING**

**JOB DESCRIPTION**

**JOB TITLE: Communications and Prevention Manager (1 FTE)**

**REPORTS TO: Director of Programs and Services, or in his/her absence,  
Executive Director**

**FLSA STATUS: Exempt**

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**Main Function:**

The Communications Manager is primarily responsible for writing and/or editing content for print and electronic materials across CCPG's work and delivering content across CCPG's programs in Connecticut. S/he will create and maintain a tone and a brand that is consistent among general population tools, such as the website and social media apps, and for high-risk population tools, such as trainings, curricula, outreach materials, fact sheets, and intervention brochures. The Communications and Prevention Manager will be responsible for utilizing evidence-based data, preferably from Connecticut, to identify, package, and disseminate the program results, resources, and success stories of CCPG.

**Essential Job Functions:**

- Support the daily execution of CCPG's goals through the website, monthly e-newsletter, blog and social media platforms.
- Develop content (e.g., narrative stories, blog posts, infographics, videos, case studies) for CCPG's website, blog, monthly e-newsletter and social channels that provide engaging information about our work, results and knowledge.
- Engage high risk communities through curricula, trainings, presentations, and other forms of prevention communication that have been built off of evidence based data.
- Coordinate prevention and intervention-focused programs with the Community Engagement Manager and the Helpline and Training Manager.
- Continually refresh the content and improve the visual presentation CCPG's website, ensuring the site always contains accurate, current and engaging content.
- Work with staff and consultants to support the execution of communication and prevention deliverables.
- Contribute to writing and editing grant applications and other funding proposals to federal and state agencies and foundations.
- Assist in the development of brand marketing materials including fact sheets, e-marketing, intervention brochures, videos, etc.
- When appropriate, oversee relationships with outside vendors who help with these efforts (e.g., design firms).
- Other tasks as assigned by supervisor.

**Qualifications**

- Minimum 3-6 years' experience in a programs and/or communications role.
- Extremely strong writer, top notch communicator.
- Ability to manage projects independently from concept to completion.
- Excellent interpersonal skills.

**Position Competencies:** Ability to manage process to complete goals, excellent oral and written communication skills and interpersonal skills, ability to set priorities based on The Connecticut Council on Problem Gambling mission.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk. The employee must regularly lift and/or move up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*The Connecticut Council on Problem Gambling is an equal opportunity employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status*