National Beer Wholesalers Association
Communications Coordinator

Summary

The National Beer Wholesalers Association (NBWA) is the leading national advocacy organization representing America's more than 3,000 independent beer distributors, which operate in every state and congressional district.

NBWA is seeking a Communications Coordinator to help advance the association's advocacy priorities and strengthen member engagement. This position creates and edits written, digital and visual content for a range of audiences and supports the execution of NBWA's communications and marketing strategies. Key responsibilities include managing member email campaigns, developing social media content, maintaining website content, supporting newsletter production and coordinating sponsorship deliverables.

Essential Functions

- Draft and edit written, digital and visual materials supporting the association's internal, member-facing and external communications.
- Maintain the communications calendar and produce regular member and marketing communications supporting association priorities.
- Develop and manage content for NBWA's social media channels, including X, Facebook, Instagram and LinkedIn.
- Create engaging copy, graphics and other visual content tailored to each communications platform.
- Coordinate with departments across the association to ensure website content is accurate, timely and current.
- Monitor news coverage and social media conversations related to the association and the beer distribution industry.
- Support the fulfillment of communications and marketing commitments for association sponsors.
- Contribute to other Communications and Public Affairs Department projects as assigned.

Requirements

- Bachelor's degree in communications, public relations, journalism, marketing or a related field, or an equivalent combination of education and experience.
- At least three years of relevant communications experience; experience with a trade association, public relations agency, media organization or Capitol Hill office is preferred.

Required Skills and Abilities

- Excellent writing, editing, and proofreading skills, with the ability to adapt content for different audiences and platforms.
- Experience with email marketing platforms, social media management tools, and website content management systems.
- Experience creating graphics and multimedia content; proficiency with Adobe Creative Suite or Canva is preferred.
- Familiarity with HTML and video production or editing is a plus.
- Strong organizational and project-management skills, with the ability to manage multiple priorities and deadlines.
- A proactive, collaborative approach and the ability to work effectively both independently and as part of a team.
- Sound judgment, attention to detail, and strong analytical and problem-solving skills.
- A demonstrated sense of ownership, accountability and pride in producing high-quality work.

Reporting Relationships

- Reports to the Vice President, Communications.
- Collaborates frequently with colleagues across all departments to develop and distribute association communications.
- Communicates with and responds to requests from association members, members of the Board of Directors, and state association executives.

Salary commensurate with experience.

To apply, please email a resume to careers@nbwa.org.