

Vitae Foundation

Job Posting

Job Title: Public Relations Coordinator

Department: Communications

Posting Date: February 4, 2026

Salary Range: \$40,000-\$45,000

Purpose:

The Public Relations Coordinator manages communication between Vitae Foundation and the media in order to maintain a strong national presence and consistently positive public image.

Essential Duties and Responsibilities:

- Manage Vitae's Facebook, Instagram, "X" and YouTube pages, interact with followers and produce content for each social media channel
- Develop relationships with journalists to increase Vitae Foundation's national presence
- Coordinate interviews and press events (if applicable)
- Monitor media coverage to ensure consistent messaging
- Coordinate all radio, print, and digital ads for Vitae Events.
- Promote Vitae events in the community using email blasts, news releases, church bulletin announcements and social media.
- Travel with research team or president/CEO to report back to national media and donors
- Implement Communications Department strategies and projects
- Duties as assigned by the Chief Communications Officer

Education and/or Experience:

- Bachelor's degree in public relations, communications, journalism, or related field
- Minimum of 2 years experience in social media management, public relations, or related field
- Excellent verbal and written communication skills
- Proficiency in Facebook, Instagram, "X," and YouTube
- Proficiency in using Microsoft Word and other digital tools
- Ability to travel up to 25% of working days
- Ability to operate under deadlines with a strong attention to detail and excellent organizational skills
- Strong advocate for continual creative improvement and nurturing a culture of innovation, excellence and accountability
- Deeply passionate about using your talents to change the culture by working with a life-affirming national organization