

## **Marketing Communications Officer**

Los Angeles Police Federal Credit Union (LAPFCU) has an exceptional career opportunity for a talented professional. Founded in 1936, LAPFCU has 43,000 members, \$748 million in assets and has been honored four times as being among the “*Best Places to Work*.” We offer an exceptional compensation and benefits package, as well as a rewarding work environment.

### **Position Purpose & Summary**

The primary purpose of this position is to assist LAPFCU in fulfilling its mission: “to enhance the quality of life for the Los Angeles Police Department family by serving as a trusted partner providing rewarding financial solutions through exceptional service.” To achieve this goal, this position must provide outstanding service to both internal and external members. A key part of this outstanding service is to identify the financial needs of members and advocate appropriate credit union solutions. All employees are responsible for delivering on the Credit Union’s Service Promises and maintaining the Credit Union’s Quality Service Standard.

Additionally, under general supervision, but in compliance with established policies and procedures is responsible for the production of member communication pieces including newsletters, online content, marketing collateral and advertising and promotional pieces.

Demonstrates and maintains an up-to-date knowledge of and ensures ongoing compliance with applicable regulatory requirements, such as BSA, OFAC, CIP, and internal policies and procedures. Be active/supportive participant in all service training. Utilize tools as they are made available.

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### **Qualifications**

#### **• Training & Experience:**

- Exceptional copywriting skills with a minimum of 3 years experience in print, Web, email and social media.
- Experience with b2c and b2b copywriting for direct marketing, advertising, sales support collateral, newsletters, press releases and internal/external corporate communications.
- Experience in financial services industry (banking or credit union) strongly preferred.
- Ability to complete a wide variety of large and small projects with limited supervision.
- Flexible team player willing to work some nights and weekends, and assist with events as needed.
- Ability to professionally represent the company in public, and to represent the Marketing Department on internal teams.
- Graphic and web design skills a plus.

- **Required License:** Valid California Driver’s License and proof of current insurance coverage.

- **Education:** Bachelor’s degree in Communications, Journalism, English, Marketing or related field. Advanced degree preferable.

*Nothing in this job advertisement restricts the right of LAPFCU to assign or reassign duties and responsibilities to this position at any time.*

***Please submit cover letter, resume, and 3 non-returnable writing samples to:***

Los Angeles Police Federal Credit Union  
Human Resources Department  
Job Code: Web/Marketing Communications Officer  
16150 Sherman Way  
Van Nuys, CA 91406  
E-mail: [@lapfcu.org](mailto:@lapfcu.org)  
Fax: 818/782-9356

**Resumes with salary history and requirements will be given preference.**

To learn more about the Los Angeles Police Federal Credit Union, please visit our website at [://www.lapfcu.org/](http://www.lapfcu.org/)

**No phone calls, please. LAPFCU is an Equal Opportunity Employer.**