# Josh Valoes

Superyacht Marina Communications Director

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**Marital status** Married

**LinkedIn**
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Current Communications Director at Rybovich — an industry leading Superyacht Marina located in West Palm Beach. Capable of managing internal and external communications for any company. Successful history of working for high-profile organizations managing all avenues of communications and specializing in digital media communications. Works to achieve a harmonious work environment by properly managing communications.

## Experience

**2016-11 - present**

**Communications Director**

Rybovich Superyacht Marina

- Develop/ update a strategic communications plan and lead/participate in the execution
- Manage all internal communications within organization (newsletters, events, etc.)
- Manage Rybovich's brand and reputation
- Manage media relations and maximize media opportunities
- Design and maintain website content that is optimized for search engines
- Manage supporting staff and further develop communications team
- Manage all social media marketing and campaigns (organic and sponsored)
- Creative writing for any digital pieces (web articles, magazines, press releases, etc.)
- Training staff to participate in social media and promotion
- Design products to promote brand to target audience

**2016-03 - 2016-11**

**Digital Communications Specialist**

Calvary Chapel FTL — Mega-church (30k+ members)

- Managed all digital/ social media accounts & communications for CalvaryFTL
- Designing responsive pages from scratch, email campaigns, coding interactive forms, and other.
- Establishing and maintain contact with vendors/contractors for various projects to ensure proper, accurate, and professional completion of projects for their respective deadlines.
- Providing digital proofs/prototypes of work for ministries and overseers.
- Project manage all projects on Basecamp—our project management software.
- Bringing creative solutions to keep online presence on the cutting edge
- Recruiting and leading a team of volunteers
- Recruiting, leading, and managing a team of staff (part-time and full-time)
- Reviewing and updating all digital content, including blog and intranet
- Managing video archives on web, mobile app, tv app, podcast and YouTube
- Working with IT team to configure domains and DNS records
- Enhancing our Mobile App UX and functionality

**2012-10 - 2016-03**

**Communications Manager**

Outreach Department Calvary Chapel FTL

- Managed all digital/ social media accounts & communications for CalvaryFTL
- Manage staff/ intern's social media involvement
- Manage Weekly Podcast
- Designing responsive pages from scratch, email campaigns, coding interactive forms, and other.
- Establishing and maintain contact with vendors/contractors for various projects to ensure proper, accurate, and professional completion of projects for their respective deadlines.
- Providing digital proofs/prototypes of work for ministries and overseers
- Bringing creative solutions to keep online presence on the cutting edge
- Recruiting and leading a team of volunteers
- Recruiting, leading, and managing a team of staff (part-time and full-time)
- Reviewing and updating all digital content
- Managing video archives on web, podcast and YouTube

## Skills

Wordpress (Website CMS)
Expert

Hootsuite (Social Media Management)
Expert

Adobe Photoshop
Expert

Asana (Team/Project Management)
Expert

Mac Office Software (Word, Powerpoint, Excel)
Expert

Social Media Ad Platforms (Facebook, Instagram, Twitter)
Expert

Adobe Illustrator
Experienced

Final Cut Studio (Video Editing)
Advanced

Google SEO & Google Adwords
Advanced

Social Media & Google Analytics
Expert

## Certificates

2018    Forbes - Communication Council (approved member)

2014    Hootsuite Social Media Marketing

## Languages

English
Excellent

Portuguese (Brazilian)
Excellent

Spanish
Experienced