



**Job Title:** Communications Coordinator

**Hours/Exempt:** Part-Time

**Reports to:** Communications Manager and Executive Director

**Salary Range:** \$18-\$22 an hour

**Education/Certifications/Experience:**

- Experience in marketing, communications, journalism or other related field preferred
- Experience with event planning preferred

**Requirements/Skills:**

- Proficiency in Adobe Creative Suite and Microsoft Office
- Demonstrates strong writing and editing skills
- Experience with managing social media platforms
- Photography and videography skills preferred
- Basic knowledge of WordPress preferred
- Is detail-oriented
- Manages time efficiently
- Possesses problem-solving skills
- Exhibits strong organizational skills
- Communicates clearly and effectively
- Meets expectations under tight deadlines
- Self-starter with ability to manage multiple tasks simultaneously
- Ability to work as a team
- Some evenings and weekends required

**Responsibilities:**

- Assists Communications Manager with administrative and marketing tasks including, but not limited to:
  - Photography and videography at events
  - Blog writing and editing
  - Performs website and digital bulletin board updates, as necessary.
  - Designs marketing and event materials.
  - Performs copyediting for press releases, marketing materials, and print and email campaigns.
  - Assists in developing and maintaining social media calendar and curates content.
  - Analyzes The WARM Place's social media and online presence.
  - Analyzes performance of print and email campaigns.
  - Assists with the creation of Constant Contact surveys and email campaigns.
  - Works with printer to order materials for agency.
  - Helps with webinars or other program resources and outreach efforts.
  - Helps source and maintain database for journalist contacts and assists with PR efforts.
- Assists Communications Manager with major fundraising events and special events.

**To Apply**

Interested persons should email cover letter, resume, and writing sample to: [katy@thewarmplace.org](mailto:katy@thewarmplace.org)

**Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.**

*This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time. The WARM Place is an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit and business need.*

**Updated October 2023**