



TITLE: Communications Coordinator (*Part Time/Hourly; 20-25 hours/week*)

SUMMARY: The Communications Coordinator supports program participation and presence of Artists Creating Together in the greater community. This is a highly collaborative role that connects the dots between each department to ensure program and mission outreach is executed at every level of ACT's services. The Communications Coordinator reports to the Advancement Director.

OUR MISSION: Artists Creating Together is a non-profit organization that empowers people with disabilities to learn, grow, and celebrate through the arts.

RESPONSIBILITIES:

- Create and send email communications to volunteers, students, participating artists, and other stakeholders
- Manage outreach calendars that communicate location of programs, classes, and events to the public
- Update website content with new classes, programs, events, and organizational information
- Compile quarterly newsletters featuring program highlights, upcoming services, and other content from all departments
- Create acknowledgement outreach for volunteers, donors, and other supporters
- Support special program/event planning and execution, at direction of leading staff
- Social media management (support and supervise an intern in the role, with all staff contributing content)

QUALIFICATIONS:

Required Qualifications & Experience

- One year of graphic design experience in creating diverse outreach materials
- Proficiency in use of Microsoft office
- Strong written and verbal communication skills

Preferred Qualifications & Experience

- Bachelor's degree in communications, writing, nonprofit administration, graphic design or related area

Skills & Characteristics

- Commitment to the vision/mission of ACT
- Ability to work with and connect with others of diverse backgrounds and experiences
- High-energy, detail-oriented, self-starter, independent worker
- Ability to handle multiple tasks and priorities in a fast-paced office
- Commitment to sharing ACT's story through unique, experience-driven outreach

Additional

- Local travel required; must hold a valid driver's license and have own transportation
- Extensive communication required (verbal and written): Requires use of computer/keyboard. Must have good vision and be able to hear
- Some sitting, standing, and lifting required (up to 20lbs)
- Evening and weekend hours required for major programs/events a few times a year

The compensation for this position is \$13-15/hour.