



Project Citizenship Communications Coordinator Job Description

Opportunity:

Project Citizenship (PC) seeks an enthusiastic, independent, and creative professional to expand our organization's communications efforts. As a Communications Coordinator, this individual will share information about, and create materials around, PC's efforts with various stakeholders (public, clients, board, donors, staff, etc). This is currently a part-time position (12-20 hours/week) with the possibility of becoming a full-time role. Pay is hourly and commensurate with experience, ranging from \$18-25 per hour. This role can also be negotiated to be remote or out of our Boston office.

The role works collaboratively - and reports to - our Communications Strategy Consultant but with access to our ED. The individual will also work with one AmeriCorps service member.

Responsibilities include, but are not limited to:

Sharing information with external audiences about Project Citizenship's efforts

- Develops deep knowledge of programs via ongoing participation in program meetings and workshops (in-person and virtual).
- Composes, edits, and manages electronic and hard-copy materials that capture the stories behind programming work (bimonthly website postings, monthly electronic newsletters, organizational reports such the annual report) for various target audiences: supporters/potential supporters, hopeful citizens-to-be, partners, etc).
- Manage the organization's social media tools (Facebook, Twitter, LinkedIn) including creating content, scheduling posts, engaging with the public, monitoring, posting, tracking metrics, and evaluating new online tools.

Support organizational fundraising efforts

- Drafts or edits fundraising documents as needed (fundraising proposals to individuals and foundations; cultivation, solicitation and acknowledgement letters), in close collaboration with Operations Manager and Executive Director.
- Leverages electronic mediums to engage with donors, keep them informed of our work, and share opportunities to support programming.

Additional team responsibilities

- Attend team meetings regularly and with enthusiasm
- Participate in fundraising, visibility events, and other program activities as requested.

Skills and qualifications:

- A bachelor's degree or 4 years in communications-related work
- Experience in nonprofit communications
- Demonstrated skill in compelling written storytelling
- Skill in gathering and synthesizing information from many sources
- Ability to translate technical/legal language and ideas into language easily comprehensible to non-specialists
- Established command over social media tools
- Experience with writing/editing in a variety of tones/styles
- Basic experience with and/or enthusiasm for desktop publishing for in-house graphics design and production. Experience with Canva preferred.
- Strong editing and proofreading skills
- Proven ability to work with efficiency, flexibility and good humor
- Confidence to defend/debate ideas without ego interference
- Outstanding communication and interpersonal skills
- Self-started, self-disciplined
- Enthusiasm for organizational development, specifically enhancing an organization's effectiveness and impact through individual and collective contribution
- Passionate about Project Citizenship's mission

To apply, email a cover letter, CV or resume, and writing sample to Jessye Kass at: jkass@projectcitizenship.org with a subject line "communications coordinator"

No phone calls please.