

Position: Communications Coordinator

Classification: Part-Time

Reports to: Marketing Director

Work Week:

- Average work week is 20 hours on site at Contemporary Craft
- Work week is two and one-half days per week to be set for a Monday – Friday schedule; an occasional evening or weekend being required for an event, with advance notice provided.

Position Summary

The Communications Coordinator will report to the Director of Marketing and work closely with the Development team.

This role is intended to solely support communications around donor relations at the onset and for up to six-months, with the eventual transition to include other broad-reaching communications for the organization.

Essential Functions and Responsibilities

The Communications Coordinator will assist the Marketing Director and Development team with the following:

- Developing and writing engaging content for fundraising campaign materials, press releases, the Annual Appeal, the Annual Report, website updates, newsletters, and social media posts.
- Providing administrative support to the Director of Marketing related to tracking communication calendars, project timelines, and assisting with budget management for communications related initiatives.
- Organizing, promoting, and staffing the annual fundraiser *Out of Hand*.
- Planning, organizing, and staffing donor development events.

Qualifications

CC is looking for a creative and detail-oriented communications professional. The ideal person for this position has a demonstrated passion for connecting community to an organizational mission, an interest in graphic design, and strong written and content creation skills.

Requirements & Working Conditions

- Demonstrated relative experience
- Ability to work independently, under pressure, and resolve complex problems as they arise
- Demonstrated knowledge of current communications best practices
- Experience with Word, Photoshop, InDesign, Excel
- Light work that includes moving/lifting objects up to 25 pounds

- Sedentary work that primarily involves sitting/standing (25%)
- Ability to provide own transportation to perform principal responsibilities
- Willingness to collaborate and work well on a team

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities; this job description is subject to change at any time when deemed necessary.

Diversity Statement

Contemporary Craft is an Equal Opportunity Employer. Contemporary Craft is committed to workplace diversity and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its employment policies, scholarship programs, and other administered programs and activities.

Salary and Benefits

Hourly Rate: \$20

Other benefits include:

- Paid Sick Days at the rate of 1 hour of sick leave per 35 hours worked, up to a total of 6 days (48 hours) per year
- 20% Discount in the Store
- Three (3) free workshops in the Studios (materials fees may apply)

Selection Process

Application deadline is December 20, 2024. Interviews will begin on a rolling basis effective immediately. Candidates will be contacted for interviews via email.

Application

Applicants should submit the following information to work@contemporarycraft.org.

- Include Position Title in the email subject line
- Cover Letter
- Resume/Curriculum Vitae
- Three professional references with contact information