

Communications Coordinator

(Part time position)

Purpose of Position: To convey the vision, mission and works of Watered Gardens through all aspects of communications.

Responsibilities:

- Oversee all aspects of Graphic Design, to include:
 - Designing newsletter
 - Creating print collateral
 - Creating media graphics
 - Designing flyers, brochures and other pieces for various departments as needed
- Oversee all aspects of Social Media, to include:
 - Creating campaigns
 - Scheduling posts
 - Developing strategies to acquire new followers
- Oversee all aspects of the Testimony of the Month, to include:
 - Scheduling themes
 - Acquiring necessary content
 - Providing timely mail-merge and drop
- Maintain and update all websites, to include:
 - Wateredgardens.org
 - ProjectWorth.org
 - Truecharity.us
 - NeighborConnect.us
- Manage the Mission's email campaigns, to include:
 - Mailchimp database maintenance
 - Mailchimp creation for all departments as needed.
- Donor Management, to include:
 - Assisting Director of Advancement as needed for prompt expressions of appreciation to donors.
 - Assisting Director of Advancement as needed with donor data entry.

- Work in conjunction with the Community Outreach Coordinator to initiate and manage audio and/or video productions for the mission as needed

Organizational Relationships: The Communications Coordinator reports directly to the Director of Advancement and works alongside the Community Outreach Coordinator.

Job Requirements:

- Proficiency in operation of MS Office and Adobe InDesign
- Experience in backend website management
- Excellent communication skills, both written and oral.
- A servant's conduct.