

# Kosciusko County Community Foundation, Inc.

## Position Description

**Title:** Communications Coordinator

**Reports To:** CEO

**Status:** Part-time, non-exempt. Typically 20-25 hours per week

### I. PRINCIPLE RESPONSIBILITIES – COMMUNICATIONS:

- A. Serve as staff liaison to Public Relations committee.
- B. Draft an annual marketing plan for presentation to the Public Relations (PR) committee. The plan should include goals/strategies/target dates and how progress is to be measured. Implement the plan once approved by the PR Committee and the Board.
- C. Coordinate biannual PR Committee meetings at which progress toward goals set in marketing plan will be reported and revisions to plan made if needed.
- D. Work with the CEO and Development Director to design publicity campaigns for new endowments, donations, grants, and Foundation programs as needed.
- E. Coordinate the production of the annual report, including writing content, scheduling photos, and working with graphic designer and printer to ensure report's timely production.
- F. Ensure that the Foundation is meeting its communication/reporting requirements as stated in the Foundation's bylaws.
- G. Help plan special events (annual meeting, open houses, donor recognition events, etc.) and plan to attend those events, which may occur on evenings or weekends.
- H. Prepare scripts and presentations as needed.
- I. Maintain Foundation's website.
- J. Draft and implement a social media plan that includes regular posts to the Foundation's social media sites.
- K. Help other Foundation staff with the development of promotional pieces for programs/activities they coordinate for the Foundation.
- L. Coordinate outside marketing, design, printing jobs.
- M. All other duties as assigned.

### II. JOB REQUIREMENTS AND QUALIFICATIONS:

- A. Job Requirements
  1. Strong verbal and written communication skills
  2. Mastery use of the English language
  3. Strong organizational skills
  4. Ability to work well with all aspects of the public
  5. Strong facilitation skills
  6. Strong public speaking and presentation skills
  7. Proficiency in using popular social media platforms
  8. Proficiency in Microsoft Office software
  9. Proficiency in design software such as InDesign and Adobe Photoshop is preferred

10. Ability to maintain confidential information
11. Ability to work well independently or as part of a team
12. Integrity, honesty, strong work ethic

B. Qualifications

1. Bachelor's degree in communications, journalism, graphic design, marketing or similar field preferred
2. Work experience in a communications or marketing related field
3. Training specific to nonprofit communications/marketing (or willingness to attend such trainings within the first 12 months of employment)
4. Valid Driver's license and access to a vehicle

C. Working Conditions

Individual may not pose a direct threat or significant risk to the health and safety to themselves or others and must be able to meet the following requirements with or without reasonable accommodation

1. Quiet to moderate indoor smoke-free environment
2. Ability to sit and operate personal computer for 4-8 hours per day
3. Working with minimal supervision
4. Typically, hours will be conducted at the Community Foundation office, which is open M-F, 8:30 a.m. to 4:30 p.m., but attendance at occasional evening and weekend meetings and events is expected.

III. POSITION GRADING:

- A. Exempt
- B. Non-Exempt

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Employee Signature

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Date

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Chief Executive Officer Signature

\_\_\_\_\_  
Date