



CRESTON NEIGHBORHOOD ASSOCIATION

Communications Coordinator (Part-time, Temporary)

Job Description

ABOUT THE ORGANIZATION: Creston Neighborhood Association (“CNA”) - Since 1979, the Creston Neighborhood Association (CNA) has been helping organize neighborhood residents and resources, providing information, connections and support to build the Creston community. CNA envisions a diverse community where all neighbors thrive.

POSITION LEVEL: Part time position, 15-20 hours per week

REPORTING STRUCTURE: Reports to the Executive Director and Community Organizer

DESCRIPTION: This position coordinates the communications efforts of CNA while focusing on targeted research and communications on neighborhood-based environmental activism.

Responsibilities include:

Organization Communications:

- Work with the executive director and staff to create an editorial calendar.
- Compile, edit, format monthly e-newsletter.
- Provide messaging for neighborhood partners’ communications (ie business district social media, newsletters)
- Create promotional membership brochures for household and business audiences.
- Format fliers for events as needed.
- Collaborate with staff to create monthly mailers and print newsletters.

Climate Resilience Research & Communication:

- Research, analyze and compile continually evolving funding sources for energy efficiency work on homes.
- Create communications systems for engaging project partners, neighbors, funders and the larger community.
- Work with our Climate Chaos Committee to research advocacy opportunities and create needed materials.

PREFERRED QUALIFICATIONS:

- Quantitative or qualitative research skills
- Competence to make technical systems and terms understandable to broad audiences
- Coursework or professional experience in communications, journalism
- Experience creating campaigns in Mail Chimp and social media administration
- Experience using databases and communications technology like MailChimp and social media page administration

KEY ATTRIBUTES

- Values working with people from diverse backgrounds with a genuine commitment to residents and sensitivity to community issues
- Strong value for equity, inclusion and social justice
- Go-getter with strong task management skills
- Highly motivated and independent, yet team-oriented and adaptable with a commitment to growth and excellence.
- Talent and skills for improving systems and processes.
- Comfort learning new technologies

SALARY AND BENEFITS: \$15 per hour, 15-20 hours per week, temporary position, October 2020-February 2021. Position may be structured as internship for course credit. Flexible schedule, most work can be accomplished remotely.

CONTACT: Please send letter of interest and resume to Kymie Spring, kspring@crestongr.com by September 25, 2020.