

COMMUNICATIONS

COORDINATOR



POSITION DETAILS

The Communications Coordinator shall oversee a team of volunteers who work to monitor, develop, update, and promote Equality Loudoun through social media, a website, a newsletter, and other applicable platforms, to include the mission, objectives, successes, and general information relevant to the queer community.

RESPONSIBILITIES

- Provide moral and professional support to help achieve the organization's goals.
- Evaluate assigned programs and assess their effectiveness.
- Provide inputs for an annual budget.
- Promote the organization's mission, accomplishments, and goals to the public.
- Diligently complete assigned tasks within agreed timelines.
- Responsively provide feedback or decisions between meetings when required.
- Oversee a team of volunteers, coordinate their duties, and provide feedback.
- Report to the Executive Director on a monthly basis.
- Administer platforms, updates, and administrative documentation, as needed.
- Track key metrics and deliverables for reporting.
- Provide materials that communicate program successes, needs, and purpose.

SPECIFIC DUTIES

Develop a monthly strategy to ensure regular posting.
Regularly solicit and receive social posts from each Coordinator.
Assist by creating, as needed, graphics and messaging to correspond.
Regularly post and amplify messaging regarding mission programming.
Monitor comments on posts for civil discourse and adherence to policies.
Draft a development plan, communicate needs, and implement action for the website.
Update web content and partner with Coordinators for web updates.
Oversee the solicitation, drafting, and dispersal of the newsletter.

To be considered for this position, please send a resume, CV, or other documentation and a statement of interest to contact@eqloco.com.