

<p style="text-align: center;">Job Description for Communications Coordinator Northern Berkshire Community Coalition</p>

Educational / Experience Requirements : Great communication skills / Comfort with assisting in web design / capacity to do web maintenance / Flexibility in job expectations / Ease in working with the public / digital photo and movie comfort /

Level of Engagement: half time position

Reports to: Executive Director of Northern Berkshire Community Coalition.

This position is intended to maintain, and when possible, broaden the visibility of the Northern Berkshire Community Coalition, using current technology and a creative approach.

Communication job duties include but are not limited to:

- Production and distribution of documents that assist with information about the Northern Berkshire Community Coalition and the community. These documents include, but are not limited to :
 - Monthly Newsletter (x10/ each year)
 - Monthly newsletter in pdf format for our electronic mailing list
 - Annual report (in June)
 - Coalition Call Guide
- Maintenance of Coalition web site, www.nbccoalition.org. Oversee website overhaul by outside firm.
- Writing and submitting press releases about Coalition activities and nurturing media engagement with the nbCC
- Creating marketing materials for Coalition
- Ensuring that the notebooks about Coalition activities as well as media publicity are up to date.
- Using technology (photography and movies) to promote Coalition activities.
- Using social technology to promote Coalition activities
- Participating in bi-monthly staff meetings which serve as the internal mechanism to keep coalition informed of each others's activities and events.
- Regular supervision with the Executive Director.

Other Special Projects may include, but are not limited to:

- Troubleshooting Coalition computer network at the Direction of our Computer Consultant, and being the staff technical consultant.
- Upkeep and maintenance with support of the staff of the Coalition web site
- Other assignments as needed within the course of the Coalition work week.