



Job Description

Title: Communications Coordinator

Reports To: Executive Director

Classification: Independent Contractor (1099)

Compensation: \$25 per hour, up to 100 hours per month

Apply to: info@sacrd.org

Responsibilities

The Communications Coordinator will play a key role in maintaining SACRD.org's reputation as the premier online resource directory for the Bexar County area. This position will require frequent interaction with board members and other staff.

Success in this position will generally be measured by:

- Extensive and effective communication about SACRD.org to the community and stakeholders.
- Successful fundraising campaigns.

The Communications Coordinator will:

- Increase awareness of SACRD.org in the community by:
 - Developing and executing an online publishing strategy to promote SACRD.org through:
 - Creating and publishing a regular email newsletter.
 - Posting engaging and relevant content regularly on social media.
 - Providing SACRD.org material to other organizations to be included in their communications.
 - Designing and executing targeted mail and email campaigns to community leaders and other specific groups.
 - Pursuing coverage in local news media.
 - Creating or obtaining written and video testimonials from organizations and individuals discussing how they use and benefit from SACRD.org and sharing and promoting testimonials on social media and other communication mediums.
 - Increasing newsletter subscribers and social media followers.
- Raise funds by developing and managing successful campaigns for community-wide online fundraising events such as Giving Tuesday and The Big Give.

Qualifications

- 3+ years experience in communications.
- Knowledge of organizations in Greater San Antonio that provide human service programs that would be eligible to be included in SACRD.org.
- Experience working with or volunteering with organizations that provide human service programs that would be eligible to be included in SACRD.org.
- Excellent oral and written communication skills.
- Excellent computer skills including competence with:
 - Online research tools.
 - Written, video, and graphic communications software (i.e. Canva, Mailchimp, Zoom).
 - Simple video production (one camera, limited editing, narrated screen capture).
 - Social media platforms such as YouTube, Facebook, and Twitter.

Requirements

- SACRD.org does not maintain an office. This position is mostly remote, but will require attendance at some in-person meetings and events.
- Provide their own laptop, Internet connection, telephone, and workspace. SACRD will provide a Google GSuite account.
- Maintain all communications and material produced on behalf of SACRD in the provided Google GSuite account.
- Document all meaningful contacts and activities.
- Attend regular staff and board meetings (usually virtual).
- Provide their own transportation and necessary insurance.