

## Wyoming Community Foundation Job Description

JOB TITLE: Communication Coordinator	REPORTS TO: Director of Communication
INCUMBENT:	POS. STATUS: Non-exempt

**POSITION SUMMARY:** The Communication Coordinator works closely with communication and development teams to implement the Foundation's annual marketing and communication plan. Responsibilities include creating social media content, website updates, priority fund communication support, and writing pieces for both external and internal foundation communication - media releases and marketing materials. The job has flexibility based on the interests and proficiencies of the individual re: photography, in-state travel, short video production, graphic design, etc.,

WYCF is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and how we do business and is an important principle of sound business management.

### Position Functions & Responsibilities

#### **A. 75% - Marketing & Communication**

- Develop a good understanding of the Wyoming Community Foundation, Priority Funds, and constituents
- Update and edit WordPress websites of WYCF, as well as priority funds as needed
- Maintain social media presence for the Foundation, including scheduling and posting content, replying to and answering inquiries, creating reels, stories, and other content for social media
- Conduct in-person and phone interviews to highlight the work and activities of the Foundation, priority funds, and grantees on digital platforms
- Write, distribute, and monitor media releases
- Provide consistent and professional communication with donors, grantees, and other constituents
- Create development-related documents as needed by development staff, including event invitations, mailings
- Assist the Communication Team and other staff with communication-related projects as they arise

#### **B. 25% - Administration & Events**

- Actively research best practices and advancements in social media, nonprofit trends, and platforms to reach new and existing audiences
- Participate in Foundation-wide communication meetings
- Assist with Foundation events by supporting multi-platform marketing and providing onsite support and assistance as needed
- Initiate consistent and professional communication (oral and written) with speakers, sponsors, staff volunteers, vendors, and event participants
- Edit email marketing software as needed to ensure accurate groups and contacts
- Carries out other duties as assigned by supervisor or President

## **Experience & Qualifications**

- Bachelor's degree preferred; or significant work experience
- Computer skills in basic software and the ability to adapt to specialized applications
- Interest in community and philanthropy
- Demonstrated experience with written publications
- Demonstrated understanding of business applications of social media platforms
- Interest in social media management
- Formal or informal experience with graphic design software (Adobe Creative Suite) preferred
- Ability to work as a team or independently to achieve outcomes
- Ability to skillfully manage public relations, difficult situations, and complaints

## **Personal Attributes & Physical Demands**

- Must have excellent organizational skills
- Must have excellent oral and written communication skills in English
- Must have a high degree of self-awareness and emotional intelligence
- Maintains confidentiality of sensitive information regarding any WYCF records and data
- Regular attendance is an essential job function. The position will typically work 40 hours per week, Monday – Friday.
- Ability to work daily and function effectively in stressful situations
- May be required to work occasional overtime hours as needed to meet deadlines
- Must be able to perform the essential duties and responsibilities requiring a high level of mental effort and strain
- Adheres to all company policies and procedures and maintains a safe work environment
- Occasional in-state travel is required, must have a valid driver's license

The Wyoming Community Foundation aspires to create a safe, welcoming, and supportive environment for individuals from diverse and marginalized backgrounds, including those with disabilities. I understand I am responsible for notifying my employer if any reasonable accommodations are required to perform my job duties as outlined.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

*This position description covers the primary purpose and essential functions of the position. It is not intended to give all the details or a step-by-step account of how each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related functions requested by management. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.*

Sensitivity level of information handled in this position: **HIGH\***

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* HIGH - Sensitivity information level – all data, fund records and other materials are considered confidential and can only be shared with other authorized WYCF personnel with the same classification. Sharing this information/data with any unauthorized personnel can be grounds for termination.