

## Pilsen Neighbors Community Council

<b>Position Title</b>	<b>Media And Communications Coordinator</b>
<b>Supervisory Relationship</b>	Executive Director or his designee
<b>Organization General Description</b>	PNCC is part of an international organization, The Gamaliel Network, made up of grass-roots community organizations throughout the country. PNCC focuses primarily on community organizing. A core goal of community organizing is to generate power for an organization representing the community, allowing it to influence key decision-makers on a range of issues. PNCC works on immigration reform, education reform, work force development and healthcare. We work to develop new local leaders, facilitating coalitions and assisting in the development of campaigns.. For more information about Pilsen Neighbors Community Council, please visit <a href="http://www.pilsenneighbors.org">www.pilsenneighbors.org</a> .
<b>General Job Description</b>	This position is accountable for developing and uploading content to the Pilsen Neighbors (PNCC) websites. Incumbent will draft and publish e-newsletters and perform the related outreach via social media and e-mail marketing. Media and Communication Coordinator will work closely with the Executive Director and the Manager of Operations PNCC to coordinate online editorial schedule; work with articles that have been approved for publishing; and assist PNCC with bilingual publications, special projects, and marketing and public relations events.
<b>Primary Job Duties and Responsibilities</b>	<p><b>MEDIA AND COMMUNICATIONS</b></p> <ul style="list-style-type: none"><li>• Write, translate, review, compile, proofread, and upload editorial content—including text, art, and video—for the PNCC/Fiesta del Sol/ GMC and GOI websites and e-newsletters</li><li>• Carry out all updates to the websites.</li><li>• Coordinate and develop social media and e-mail marketing campaigns with the goals of increasing interest in PNCC/Fiesta del Sol/ GMC and GOI and boosting traffic to its websites</li><li>• Suggest potential article topics and develop content ideas for Media Partners</li><li>• Stay current with existing and emerging communication technologies</li><li>• Establish a collaborative presence within the organization, contributing to publications, projects, and events as needed</li><li>• Ability to form, coordinate and work with multiple Committees</li><li>• Creates and updates databases (Salsa)</li><li>• Archives organization's information</li><li>• Develops and maintains relationships with media (tv, radio, print, etc.)</li><li>• Manages Individual Donor Campaign</li><li>• Performs other duties as necessary</li></ul> <p><b>ADMINISTRATIVE RESPONSIBILITIES</b></p> <ul style="list-style-type: none"><li>• Treat all information as confidential, with sensitivity and integrity</li><li>• Contribute to total staff cohesion by supporting, communicating, and facilitating media coverage and event materials with organizers</li><li>• Participate in scheduled PNCC-all-staff meetings and development opportunities</li></ul>
<b>Essential Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Native fluency in English and Proficiency in Spanish.</li><li>• Bachelor's degree in Communications, Journalism, Literature, Marketing, or related field.</li><li>• Experience in web publishing, web content maintenance, online marketing, or equivalent.</li><li>• Publishing Arts skills such as online research, writing, and translating.</li><li>• Proficiency using Windows-based programs, especially Microsoft Office.</li><li>• Well-versed in a variety of social media platforms including Facebook, Twitter, Tumblr, Instagram, Google+, Pinterest.</li><li>• Familiar with website content management systems such as WordPress, Midwest Oracle.</li><li>• Quick learner, detail-oriented, with ability to use website maintenance interfaces.</li><li>• Strong communication skills.</li><li>• Excellent interpersonal skills and ability to work cooperatively as part of a team.</li><li>• Ability to read and write in HTML and CSS preferred.</li><li>• Experience with project management is a plus.</li><li>• Payment Processing software Paypal</li></ul>
<b>Special Working Conditions and Demands</b>	<ul style="list-style-type: none"><li>• Excellent writing skills and with an understanding of writing for the web and engaging online audiences.</li><li>• Pay attention to details</li><li>• Possess the skills to ensure high-quality, timely production of assigned projects, and respond to changing priorities.</li><li>• Have a flexible schedule to be available during, early morning, evenings, weekends, and extended hours</li><li>• Be willing to accept special staffing duties as they arise. Special staffing duties could include organized PNCC/FDS events, and weekends before FDS, etc.</li><li>• Attend and participate in all required staff meetings</li><li>• Be able to communicate effectively with staff regarding issues</li><li>• Capable of lifting 30lbs</li></ul>
<b>Compensation/ Evaluation</b>	This is a limited part-time hourly position range \$11.00-\$13.00, this position will be reviewed and evaluated on a six months.
<b>Application Process</b>	Qualified candidates will be considered until positions have been filled. To apply, e-mail a cover letter and resume to: Ana Padilla, Manager of Operations at <a href="mailto:ana@pilsenneighbors.org">ana@pilsenneighbors.org</a>
<b>Statement of Equal Opportunity</b>	Pilsen Neighbors Community Council is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.