

## **Community Development Coordinator**

The Community Development Coordinator holds a special role in the realization of the Mission and Vision of The 418 Project by participating in and helping drive its community development. Working closely with the Executive Director, the CDC creates outward-facing messaging and communications, including: social media, newsletter, and communications with teachers and community. This is an organized, articulate person who sensitively and thoughtfully engages with the 418 community and reflects its dynamic organizational leadership.

### **Roles**

Creates a responsive and welcoming environment for our potential and existing community of users

- Creates safety and builds community
- Behavior reflects high integrity and reflects The 418 Project's mission, vision, and values
- Cultivates relationships with users, Board, etc., and assists with curating, creating and implementing new events and workshops.

Creates a unified presence and keeps community enlivened and engaged through social media platforms specifically Facebook and Instagram

Support ED and other staff

- Attends weekly, or otherwise scheduled, meetings
  - Provides solid, thoughtful feedback to ED
  - Engages in demographic research and provides feedback and support for organizational success
  - Proffers new ideas for events and workshops, conducts research, and is a bridge between The 418 Project and community (existing and potential)
  - Attends Board meetings as needed

### **Communications Role & Tasks**

- Online
  - Website: corresponds with web designer to ensure information regarding classes, workshops, events is accurate/up-to-date (*as needed*)
  - Social Media: Instagram and Facebook posts (*3-5x/week*)
  - Creates and maintains Facebook events and posts (*as needed/directed*)
- Paper/Promotion
  - Creates event notices and flyers (*as needed*)
  - Updates paper Class Calendar (*as needed, at least quarterly*)
  - Maintains poster windows and flyer table (*as needed*)

- Newsletter
  - Generates content and creates newsletters (*weekly/as needed*)
- Lobby Board (*1x/month at least*)
  - Creates a board that displays community involvement, asks a question, and is exciting and engaging
- Assists with crafting, writing, editing compelling messaging that reflects The 418 Project community during Capital Campaign
- Communicates with community (staff, facilitators, and renters) for information and decides when, how, and where to disseminate information.
  
- Other tasks
  - Works with Finance and Operations Coordinator to ensure payments are made, and will make necessary communications of calendar, class, or payment updates/cancellations
  - Maintains list of key-holders and important facilitator contacts
  - Updates lock-box code (*quarterly*)