



## Communications Coordinator Position Opening

NH Civics has been established to develop, nurture, and maintain an informed, engaged, and civil New Hampshire citizenry. We do this by offering educator workshops, immersive student experiences, coalition work, and by hosting free public events. We are currently seeking a Communications Coordinator.

### Position Summary

The Communications Coordinator carries out communication and administrative activities that support NH Civics' mission. The ideal candidate has a team player mind-set and possesses good judgment, strong organizational skills, and excellent written and verbal communication skills. The Communications Coordinator will be proficient with MailChimp (or similar), Canva (or similar), Excel and MS Word, and social media platforms. This is a part-time position (20 hours a week) with flexible hours and the option to work remotely most days. Salary for this part-time role is \$26,000.

Submit a letter of interest, a resume, two professional references (include name and phone number) to Heather MacNeill, Operations Director, at [heather.macneill@nhcivics.org](mailto:heather.macneill@nhcivics.org) by December 12. Start date will be January 9.

### Responsibilities

The Communications Coordinator will:

- Assist with marketing efforts for the organization including the coordination and support of events and educator professional development sessions, event registration, creating and collecting feedback surveys, maintaining data on attendees, and managing event sponsor tables/visibility.
- Coordinate marketing efforts for the organization including the creation of e-newsletters, e-flyers, paper flyers, and posts on social media. Maintain and update website as needed. Write and distribute press releases.
- Lead creation of the annual report including pulling data and writing content.
- Contribute to development efforts such as NH Gives, Giving Tuesday, and the annual appeal with content writing, list curating, and mailing.
- Maintaining lists in MailChimp and Little Green Light, ensuring they're up to date and accurate.
- Support NH Civics' portfolio of programs by:
  - Reaching out to schools and other current and future partners in NH to educate them about programs and encourage registration.
  - Distributing materials in advance of meetings and minute taking for the NH Civic Learning Coalition.
  - Communicating and scheduling with volunteers, schools, and other key stakeholders in the Civics 603! program.
  - Ordering and distributing supplies for the NH Kid Governor program.
  - Maintain data on participating schools, and number of students who participated.
  - Prepare reports on activities for future fundraising/outreach efforts.
- Assist the Executive Director and Operations Director with scheduling, as needed.
- Collaborate with the Operations Director on the organization of the office and electronic file storage.