



TAKE CONTROL OF THE MEDIA

COMMUNICATIONS COORDINATOR

MetroEast Community Media is seeking a full-time Communications Coordinator to join our team at our Gresham, Oregon facility. As MetroEast's Communications Coordinator, you will collaborate with the Leadership team and staff to develop and implement communications strategies that promote MetroEast's education, digital equity, television production, and membership programs, as well as their equity and inclusion work.

About: MetroEast is a nonprofit community media hub based in Gresham, Oregon. We educate the public on how to leverage media & technology to create meaningful content relevant to our times. Our creative, diverse, and passionate staff invest time and energy working to close the digital divide as well as supporting local schools, government, and nonprofits through media education and services. Learn more about us at www.metroeast.org.

Hours: 32 - 40 hours per week, may include some evenings or weekends

Classification: Full-time, non-exempt

Compensation: \$18/hr with room for growth plus a generous benefits package including PTO, health and dental insurance, parental leave, employer 401k match, more.

Primary Responsibilities

- Maintain a consistent brand and voice in all of MetroEast's communications
- Manage and support creation of print and electronic materials, including:
 - Email newsletter
 - MetroEast's social media presence
 - Program updates and action alerts
 - Annual report designed to promote our work to members and donors
 - Marketing, development, and solicitation materials as needed
 - Event announcements, invitations, programs, and signage
- Manage website updates and changes with IT team and external vendors
- With CEO and and Senior Leadership, coordinate and manage communications projects (e.g. editorial calendar, campaigns, Google AdWords, branding initiatives, etc.), including setting timelines, assigning roles, facilitating meetings, and liaising with

- external service providers as needed
- Measure and report on the effectiveness of communications activities, engagement levels, and progress
 - Work with leadership to identify media opportunities and implement campaigns around key programs and issues
 - Serve as an Access advocate, ensuring that all MetroEast communications are inclusive and equitable
 - Assist with other internal and external communications as needed

Supervisory Responsibilities

None

Knowledge, Skills, and Abilities

- Ability to maintain a professional attitude in a fast paced, changing environment
- Knowledge of working with diverse communities with diverse needs, applying an equity lens to work
- Well organized and detail oriented
- Able to prioritize, manage multiple projects, and meet deadlines
- Personal commitment to diversity, equity and inclusion
- Experience in developing communications for diverse audiences and members
- Multilingual preferred
- Excellent writing and editing skills, both longform and for the web
- Excellent PC and Mac skills including Google docs/drive, Adobe products, social media aggregators (HootSuite, etc)

Education and Work Experience

2-3 years of administrative, communications, or marketing experience or a Bachelor's degree and relevant experience.

Working Conditions/Physical Demands

During pre-COVID times, work is usually performed in an indoor office environment with long periods at a desk. Environment is oriented to public service and subject to constant work interruptions. The employee must be able to move about the facility to communicate with staff members.

During COVID, working remotely from home is strongly encouraged. Meetings, relationship building, networking, and other job duties can, for the most part, be accomplished virtually utilizing online resources.

Please note: Successful completion of a criminal background check is required as a condition of employment for this position.

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Interested candidates should submit a resume and cover letter to jobs@metroeast.org. Please list "Communications Coordinator" in the subject line of your email. Applications will be accepted through 5 pm on Monday, September 21, 2020.

MetroEast Community Media is an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. Equity is more than a commitment at MetroEast - it is the foundation of community media. We are fully invested in equity, inclusion, anti-racist work, and believe deeply in embracing the differences and commonalities of the communities we serve. At MetroEast, we aspire to be a place where you can be your best self, share your passion, talents and skills, and help us realize our mission to invigorate civic engagement, inspire diverse voices, and strengthen community life.