



## **PINKNEY NEIGHBORHOOD ASSOCIATION SEEKS TO HIRE A CONTRACT COMMUNICATIONS COORDINATOR**

The Pinkney Neighborhood Association (PNA) is seeking a part-time contractor to serve as its Communications Coordinator. If you are interested in applying, please review the job description and expectations listed below. This contract position pays up to \$15/hr, depending on qualifications, and generally requires about 10-15 hours a month.

### **TO APPLY**

Applications should include a cover letter expressing interest in the position and a resume, with one or more references, demonstrating that the applicant possesses the qualifications and expectations required of the Coordinator.

Applications will be accepted until at least April 20, 2024, continuing until the position is filled, with an expected start date of approximately May 1, 2024.

Questions and applications should be submitted to: ***Pinkney.Neighborhood@gmail.com***

### **PNA COMMUNICATIONS COORDINATOR JOB DESCRIPTION**

#### **Summary:**

The Communications Coordinator for PNA is responsible for completion or coordination of communications and related responsibilities, in coordination with the PNA Board, including:

- coordinating and attending regular monthly meetings (3rd Saturday each month at 10 a.m.)
- helping to plan for and coordinate yearly events (e.g. summer picnic and fall Trunk-or-Treat)
- preparing 4 to 6 newsletter or postcard mailings and monthly MailChimp e-newsletters with news and notices affecting the neighborhood
- maintaining PNA email inbox and responding to emails, as directed by the PNA Board
- maintaining the PNA Facebook, Instagram and Twitter accounts
- coordinating signage and other advertising for PNA events, and
- other various tasks delegated from Board.

#### **Expectations/Qualifications:**

The Coordinator is expected to maintain professional demeanor and appearance while representing PNA, and to schedule time efficiently, and work through objectives to meet goals and deadlines on time.

We're looking for a Coordinator who:

- has excellent organizational, writing, editing, verbal and interpersonal skills;
- ready access to a computer and the internet and proficiency with, and access to, Word, Excel, and Publisher software (or compatible software);
- is knowledgeable and proficient in (or be prepared to immediately take appropriate training for) the social media platforms used by PNA, including Facebook, WordPress, Instagram, Twitter and MailChimp; and
- lives within the limits of the City of Lawrence or Douglas County, Kansas.

The Pinkney Neighborhood Association provides equal contracting opportunities to all persons without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability or any other legally protected status.

