



## **Haymarket Part-Time Communications Coordinator**

### **Overview:**

Haymarket People's Fund is an anti-racist and multi-cultural foundation committed to strengthening the movement for social justice in New England. Through grant making, fundraising and capacity building we support grassroots organizations that address the root causes of injustice. Haymarket also organizes to increase sustainable community philanthropy throughout the region.

### **Position Description:**

Haymarket People's Fund is looking for a part-time Communications Coordinator. It is the job of the Communications Coordinator is to ensure that Haymarket members and the general public are made aware of Haymarket activities in an effective and timely manner.

The communications coordinator reports to the Development Director.

### **Position Responsibilities include:**

- Ensure effective and efficient communications with internal and external audiences.
- Establishing and staffing Haymarket's Communications Committee.
- Evaluate methods of communication.
- Managing the website.
- Managing social media platforms.
- Managing email communications program.
- Creating newsletters in both Digital and Paper Form.
- Sharing grantee updates, actions, and events.
- Coordinating direct mail content for fundraising.
- Occasional travel and willingness to work some nights and weekends.

### **Desired Qualifications:**

- Strong commitment to anti-racism work.
- An articulated progressive political vision and ability to embrace and support the mission of Haymarket People's Fund.

- Excellent writing skills.
- Excellent interpersonal skills; ability to build relationships across lines based on race, class, gender, sexual orientation, age and ability.
- Demonstrated ability to create and maintain and to keep excellent records and reports.
- Highly organized with ability to pay attention to details, and ability to multitask.
- Ability to work independently, meet deadlines and coordinate activities with other staff.
- Ability to work on multiple computer programs and digital platforms.
- Team player, patient, with a good sense of humor.

**Compensation and Benefits:**

Haymarket People's Fund offers a generous benefits package. Salary range: \$35,000 - \$40,000, depending on experience.

**To Apply:**

Please email a resume, cover letter to [info@haymarket.org](mailto:info@haymarket.org) with subject line "Communications Coordinator".

**Deadline: February 1, 2021**