



## Job Description: Internal Communications Coordinator

### Objective/Summary

The Internal Communications Coordinator is responsible for creating, coordinating, and managing internal communication at SWB. The Internal Communications Coordinator helps ensure that all SWB volunteers are aware of the projects and work done at SWB and what volunteering opportunities are available.

### Responsibilities

- Design and create the quarterly newsletter
- Publish the quarterly newsletter to SWB volunteers
- Solicit contents for the newsletter from committee members and maintain recurring contents in the newsletter
- Publish ad hoc internal communications as needed
- Organize and maintain inventory of communications materials, including pamphlets, business cards, and report templates
- Responsibilities may be expanded if necessary
- Meet with the MarComm Director regularly for one-on-one meetings and with the rest of the MarComm team

### Required Skills

- Excellent communication skills
- Previous experience in design, marketing, or communications
- Experience working with Microsoft and Google products (e.g. PowerPoint/Slides, Word/Docs, etc.)
- SWB volunteer or project experience
- Detailed-oriented

## Commitment

2-3 hours per week

## Location

This position is fully remote, and all meetings except JSM are held online. Communication takes place over email, slack, and zoom/google meets, etc.

## Term

No term

## Benefits

The Internal Communications Coordinator will influence how SWB communicates our goals and accomplishments to our volunteers. This position will help our volunteers know what progress we have made and what we're working on.

20 July 2023