

Communications and Marketing Coordinator
Community Development Corporation of South Berkshire

The Community Development Corporation of South Berkshire (CDCSB) seeks a **Communications and Marketing Coordinator** to steward and support the nonprofit's communication and marketing efforts.

What we do: The CDCSB is a community-based, nonprofit organization formed in 1988 whose mission is to provide affordable housing and economic development opportunities for low- and moderate-income people in the southern Berkshire region.

Who we're looking for: The CDCSB has evolved significantly over the past few years and is looking for an individual who can help create even more impact in the community—to learn more, please visit CDCSB.org. You're a passionate, creative individual who will play a central role in promoting all programs, supporting fundraising, and keeping the public informed of the organization's initiatives.

Why you should work with us: We're a small organization, which means that we work individually and collaboratively in equal measure. As a team, we value each others' lived experiences and insights, and we're always willing to pitch in and help get a project to its completion. We're passionate about our mission, but we're also passionate about family and life outside of work. Emphasizing a healthy balance is part of our organizational culture. Benefits include 401(k) contribution with a match, paid time off, and a flexible/hybrid work location.

This position reports to the Director of Fundraising and Philanthropic Partnerships and is presently a part-time role, with future growth opportunities.

Responsibilities:

- Implements the communications and marketing strategy developed by organizational leadership that will connect with and inform the community about the CDCSB's initiatives, and will inspire public support and involvement in our work.
- E-newsletters and Email Blasts: write, design, and send monthly e-newsletter; create e-blasts for events and fundraisers; manage contact lists.
- Social Media (Facebook, Twitter, Instagram, LinkedIn): create content, consistently post, and engage with followers; track and analyze trends to develop strategic audience growth
- Website: maintain website, ensuring accuracy and timeliness of updates; address technical problems
- Press: Manage press contact lists; edit and disseminate press releases; coordinate with press on-site at events and serve as press contact; support Executive Director interviews.
- Design and manage the production of printed materials, such as the Annual Report
- Maintain photo and video library and manage professional photographers and videographers

- Supports priorities set by the Director of Fundraising and Philanthropic Partnerships and Executive Director and performs other duties as assigned.

Qualifications:

- 5 years of relevant experience, nonprofit communications experience a plus
- Ability to work independently as well as part of a collaborative team
- Rigorous attention to detail and creative problem-solving skills
- Strong verbal, written, and graphic communication skills
- A commitment to the principles of equity and anti-racism
- High level of experience using social media, including analytics and tracking metrics
- Proficiency with a CRM fundraising database (LGL), Microsoft Office, Google Suite, and Canva.

Compensation

Annual part-time salary range is \$27,000-29,000 (18 hours per week). Benefits include 401(k) contribution with a match, paid time off, and flexible/hybrid work location.

How to Apply

Please send resume and cover letter to jobs@cdcsb.org with “Communications and Marketing Coordinator” in the subject line. All inquiries and materials will be confidential. Applications will be reviewed on a rolling basis until the position is filled.

The Community Development Corporation of South Berkshire is an equal opportunity employer and is committed to providing a workplace free from harassment and discrimination. We celebrate the unique differences of our employees because that is what drives curiosity, innovation, and the success of our mission-driven work. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by the laws or regulations in the locations where we operate. Accommodations are available for applicants with disabilities.