



Communications & Development Coordinator

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Communications & Development
Reports To:	Communications & Development Lead
Position Classification:	Short-term Volunteer, Long-Term Volunteer
Length of Service:	2+ week commitment, 1+ year commitment

POSTION SUMMARY

The Communications & Development Coordinator helps conceptualize, write and design Holden Village publications and online communications in a creative and visually exciting presentation that informs readers, in word, picture, and audio, about activities and opportunities to experience and live into the mission, vision and values of the Village. Applicants should have expertise in two, or more, of the following areas: copywriting and content creation, social media management, photography, videography, website content management, podcast production and graphic design.

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities include but are not limited to the following:

- Help create and implement communications, marketing, development and outreach strategies and annual schedule for all aspects of Holden Village
- Design graphics and write copy for Village signage, promotional materials, annual reports, development fundraising materials, brochures and flyers as requested and needed
- Produce email and digital material, including: content, editing, photos, layout and design
- Help ensure that Village life and events are recorded and preserved in photos, videos, articles, etc.
- Creatively use social media outlets and other communication vehicles
- Collaborate with the supervisor to understand programming, staffing, and development & outreach needs regarding promotion of retreats, special events, recruitment, etc.
- Record, edit, and publish Holden Village podcasts
- In coordination with the vision of leadership, expand the podcast program in ways that promote creativity, engagement, and a vibrant shared Village life
- Curate stories for, write and design content for various communication channels

- Support programs and special events both in and out of the Village for development and outreach efforts
- Regularly update the website with photos and information about upcoming events, Village news, etc. as well as make updates for other work areas as needed
- Assist with mailings or other marketing efforts to current and potential donors
- Revise and update Position Manual on a regular basis
- Keep orderly files, especially potential public relations and publicity materials

KNOWLEDGE, SKILL & ABILITY REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

- Bachelor's degree or equivalent experience in relevant fields such as journalism, marketing/communications, media relations, or graphic design
- Experience working with several of the following applications is highly preferred: Adobe Creative Cloud software, CRM databases, website content management, mass email software, Microsoft Office programs, workflow management software, and video & podcast editing software
- Strong copywriting, editing, layout design, and interpersonal communication skills
- Ability to adapt to the established brand voice and style guide
- Knowledge and skills in recording technology and computers
- Ability to multitask and prioritize work
- Creative attention to Village events and issues
- Independence, self-motivation and attention to details
- Ability to work both independently and collaboratively to meet deadlines
- Comfort and patience in working with a wide variety of people, skills, ages, and abilities
- High ethical standards and confidentiality in dealing with sensitive information
- Commitment to collaborative strategic planning and working as a team
- Enthusiastic problem solving and innovation, creativity and imagination

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village community)

Seasonal/Short-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Commits to staying up-to-date on all required vaccinations, including COVID-19

Long-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.

- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Short-Term Volunteer, you are eligible for the following benefits:

- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!