



Communications Coordinator Job Description

Executive Summary

TimeSlips is an award-winning, international non-profit that brings meaning and joy to late life, improving the well-being of elders and caregivers by infusing creativity into care relationships.

Position Description

TimeSlips is looking for communications support to help with our e-newsletters, basic graphic design work, social media posting and other general communications upkeep. We are seeking someone with an excellent work ethic, strong attention to detail, and a positive approach. This position is a remote role, 12 hours a week, reporting to the Program Manager.

The key tasks and required skills for **TimeSlips Communications Coordinator** are:

- E-newsletters
 - Must have knowledge of MailChimp: audiences, campaigns, reporting, etc...
 - Know how to design and deliver our monthly and weekly newsletters
- Social media
 - Use the following social media platforms: Facebook, Instagram, Twitter, LinkedIn, YouTube
 - Know Hootsuite or similar applications encouraged for scheduling our social media posts across all platforms
 - Keep TimeSlips pages up to date with news items, blogs, events, testimonials, etc...
 - Have understanding of our social media analytics and work towards greater audience engagement
- Graphic design
 - Lead some light design work using Canva or other design applications for social media and e-newsletter purposes. More robust experience with graphic design is a plus, and could include the creation of various supporting materials that we share with project partners and members.
- Web Services
 - WordPress
 - Create and publish blog and news posts
 - Assist Operations Manager with general website upkeep as needed on WordPress platform
 - Zoom
 - Assist in planning and promoting our virtual events
- Promotions / Campaigns
 - Assist with planning and implementing campaigns, such as Year-End Appeal, Giving Tuesday, membership promotions, etc...

Required skills:

- Minimum of two years of experience in marketing communications work in the nonprofit sector.

Salary and Benefits

The role is 12 hours per week, and is 100% remote. These hours can be worked over a number of days, and should be based on the organization's needs. The hourly rate for this role is competitive. There are no benefits associated with this role.

How to Apply

Please submit a cover letter, resume, two references, including one from a direct supervisor, and three work samples to jobs@timeslips.org by no later than July 25, 2022.

TimeSlips is an equal opportunity employer. TimeSlips is actively working to become an anti-racist organization. TimeSlips prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity or any other basis