



office@creativereusemarketplace.org

Communications & Program Administrator

SALARY: Average 20 hours/week @ \$12/hr.

NATURE OF WORK

Part-time position. In collaboration with the Marketplace Manager and the CRM Committee, the Communications & Program Administrator (CPA) will help maintain the webpage marketplace as well as social media presence on Facebook and Instagram highlighting upcoming events/workshops, educational programs, marketplace sales, and donor recognition. They will also help develop and maintain the CRM Programs, design and create content promotion and flyers as well as assist with hands-on programs on an as-needed basis. Occasional weekend availability is desired.

LEARNING OPPORTUNITIES

- Learn about nonprofit operations
- Demonstrate talent for design and build personal portfolio
- Exercise creativity while helping to grow the marketplace
- Collaborate on team projects and practice creative problem solving
- Develop skills in organization, communication, and process improvement
- Gain experience with educational program design, facilitation, and evaluation
- Connect with local artists, educators, and nonprofit leaders

ESSENTIAL RESPONSIBILITIES: *Additional duties may be assigned*

- Manage communications, social media, marketing, and design
- Develop and redesign brochures, signs, and/or other print or online material as needed
- Assist with managing social media accounts (Facebook, Instagram, Twitter, Pinterest, Snapchat)
- Contribute to online content highlighting marketplace news
- Use specific programming to edit and update website
- Assist with data entry, management and administrative tasks as needed
- Assist with the design, planning and preparation of CRM educational activities and program evaluation
- Assist with the organization and maintenance of supplies, materials, and tools for education programs as well as storage and materials management for the marketplace

SECONDARY RESPONSIBILITIES: *Specific Events/Workshops*

- Create signage, displays, and project prototypes
- Set up and/or break down creative activities at events/workshops
- Maintain a clean, attractive, and well-organized workspace
- Welcome and interact with event participants of all ages
- Help inspire and assist participants
- Assist in the prevention of injury and accidents
- Assist with program follow-up and evaluation

KNOWLEDGE, SKILLS, AND ABILITIES:

- Passion for the environment, art, education, and community engagement

- Interest in nonprofit management and communication
- Proficiency in Microsoft Office and familiarity with common social media platforms and design programs
- Excellent written, oral, and interpersonal communication skills
- Creative problem-solving abilities
- Comfortable with asking questions and willingness to learn
- Initiative to address issues and find solutions
- Ability to work independently and follow-through on tasks
- Strong organizational skills and attention to detail
- Flexibility and patience with changing priorities
- Willingness to pitch in on both complex and menial tasks as needed
- Must be able to lift 30 pounds
- Willingness to work with children
- Ability to bring own laptop preferred

EDUCATION REQUIREMENTS:

- High school diploma
- Bachelor's degree or equivalent work experience preferred
- One to two years of graphic design or marketing experience or equivalent

To apply for this position:

- Email your resume and cover letter to office@creativereusemarketplace.org
- In your cover letter please be sure to tell us why you're interested in working for CRM and any particular skills, experience, or interest not mentioned in your resume that may fit with our mission.

Position provides for flexible hours and occasional work from home options

Full hire and work training for this position is projected to start in early November, 2020.

GENERAL POLICY: No sexism. No racism. No ableism. No homophobia. No transphobia. No hate. We believe that everyone deserves to be supported, respected, and safe.