



A healthy Christian home and family for every Haitian child.

## Communications Coordinator

**Location:** Willmar, MN

**Position Type:** Part-time, 20 hours/week

**Desired Start Date:** December 1, 2018

**Position Summary:** The Communications Coordinator is responsible for maintaining COTP's core brand and message through producing digital and print material that engages supporters.

**Expectations:** The Communication Coordinator must know, engage in and continuously communicate the story of COTP through all print and digital media. The Communication Coordinator is expected to be professional, committed to deadlines, and produce high quality content.

### Major Responsibilities:

- Write creative content for digital and print material
- Manage social media content and strategy
- Collaborate with the Marketing Director in the creative strategy and execution of all print and digital communications
- Website management
- Manage sponsorship program updates (Child Sponsorship)
- Execute print publications from design, content and printing.
- Work with event specific teams to create event related material and promotions.
- Research and develop relationships with other non-profit organizations on social media in order to further the story of COTP and open the possibility of future collaborations through media.
- Create data driven reports

### Qualifications:

- Degree in Communications, Marketing, Writing or Graphic Design
- Experience living, working, or engaging in a third-world setting
- Experience working in Marketing and Communications within a non-for-profit organization
- Basic knowledge of Adobe Creative Suite (InDesign, Illustrator and Lightroom) is preferred

