



4 Vernon Street
Framingham, MA 01701
www.accessfram.tv
508-875-5434

Communications Coordinator

Posting Date: 03/23/23

The **Communications Coordinator** is a dynamic and creative position at a community media non profit located in the heart of Metrowest Boston. The **Communications Coordinator** is a part time (20-25 hours per week) hybrid position and can grow to full-time hours with the right person and as the need arises. Hourly rate is \$22.

Duties:

- Write content for marketing literature (brochures, press releases)
- Manage social media platforms and profiles and create a daily/weekly schedule of posts, etc. and a permanent file
- Report on social media analytics and performance of promotions
- Create and distribute targeted marketing emails and newsletters
- Design materials for online, social media and print
- Compose content for blog and website
- Assist in the distribution of promotional events and traditional or digital campaigns
- Research and recommend community events for AFTV participation/promotion
- Execute targeted outreach to expand membership
- Coordinate promotions and outreach opportunities to expand membership ● Promote member events and workshops
- Update Access Framingham's listings in local and national resource directories
- Other duties as assigned

Job Requirements and Desired Qualifications:

- Excellent writing skills and verbal communication skills, including copywriting
- Demonstrable experience of successful social media campaigns
- Fluency with content creation programs (Canva, Adobe, Filmora, IG, Tik Tok, Facebook, Instagram, Reddit, Mailchimp, Hootsuite, Socialbee, Gsuite, Microsoft Office, Mac
- An eye for professional design, layout and design trends
- Creativity, energy and positive customer oriented attitude
- Personally motivated; independent problem solver
- Strong organization skills for maintaining files, records, data, etc.
- Genuine interest in, knowledge of and enthusiasm for the local (Framingham) community
- Portuguese or Spanish a plus

Please email a cover letter, resume and samples of original written content and to jdaniels@accessfram.tv. No phone calls please

Access Framingham invites candidates of under represented and marginalized communities to apply for this position. AFTV is committed to offering equal opportunities to all potential employees and has zero tolerance for discrimination. We welcome applicants irrespective of age, sex, race, ethnicity, disability and other factors that have no bearing on an individual's ability to perform their job.