# Communication Director

## Amberations is looking to fill the position of Communication Director. Amberations has historically been a volunteer-run organization. In addition to participating at board meetings, we also hope that the Communication Director will contribute to providing pathways for Amberations to become operationally sustainable. The Communication Director will work closely with the Board, others involved in communication mediums, and the general public. As we bring in a Communication Director, this person will be responsible for all public external communications.

## Expectations:

* Oversee external communications: newsletter, social media, website, chalkboard, bulletin board, event posters, etc.
* Answer phone calls, emails, messages, inquiries
* Work with executive director and board to establish standard rental agreement protocol
* Willing to support 2 fundraising events/year

## Required Skills/Qualifications:

* Understanding of social media
* Able to use the Google suite of products.
* Must pass a background check.

## Preferred Skills/Qualifications:

* Working knowledge of Indesign or similar
* Website maintenance knowledge
* Previous not-for-profit experience
* Previous board experience
* Fundraising experience
* Grant-writing experience
* Leadership experience

## To Apply:

Please tell us about yourself and send your resume to [info@amberations.org](mailto:info@amberations.org?subject=Application) with the subject “Application.”