



West Broadway Coalition
(WBC)

Coordinator of Administration and Communications
Job Description

Pay and Benefits: DOQ

Hours: Part-time 20 hours per week

Description: This position is designed to develop and support the administrative systems of the organization and to provide leadership to and implement the communications strategies of the organization. This position reports to the Executive Director.

Administrative Duties:

- Provides overall administrative support for the executive director
- Researches, drafts and maintains organizations policies and procedures
- Coordinates communications with all local, state, and federal entities as it pertains to the administrative functions of the WBC and ensures compliance with all registration and reporting requirements.
- Develops and manages communication management systems
- Writes letters, produces mailings, maintains electronic and paper filing systems
- Provides administrative support as needed for WBC committees and other meetings as needed
- Maintains and Orders office supplies and shops for the office as needed
- Opens and distributes mail
- Makes bank deposits
- Maintains organizations databases to insure the information is comprehensive and up to date eg.. owner and commercial tenant contact lists, non-profit organizations and other entities in the West Broadway service area and north Minneapolis
- Completes reports as required
- Other duties as assigned by supervisor

Communications Duties:

- Maintains organizations databases to insure the information is comprehensive and up to date
- Updates and maintains the organizations website on an ongoing basis to insure information is accurate, comprehensive, keeps up with changes and current news and current events as it relates to the mission of the WBC and engages a high quality layout, look and easy to follow and read website.
- Develop and maintain print and online marketing and informational tools to include but not limited to brochures, press packets, press releases, annual reports, etc
- Develop and implement an ongoing E-News publication and e-news delivery system

- Develop and implement processes to electronically and manually deliver information targeted to specific constituency groups.
- Research and stay informed about current and future events, community planning and activities within the business, government, non-profit and faith-based communities in North Minneapolis for the purposes of highlighting in WBC written and electronic publications.
- Research and implement ideas for articles on a variety of topics relevant to the activities and mission of the WBC and write articles for publication in WBC electronic and print publications.
- Other duties as assigned by supervisor

Qualifications and Experience:

- Proficiency with MS Office Suite and other related softwares
- Strong organizational skills
- Strong written and verbal skills
- Strong customer service skills
- Proficiency with website maintenance
- Proficiency with developing electronic newsletters and other electronic communications
- Comfortable in a diverse community and comfortable in a challenging urban environment

Abilities:

- Lift 40 up to pounds
- Walk up and down flights of stairs
- Walk up to .25 miles without assistance

The WBC is an Equal Opportunity, Affirmative Action Employer, At Will employer