

Shambhala Meditation Center Job Description

Position Title	Communications Coordinator
Department	Communications
Reports to	Center Director
Supervises	Communications Team, project-based volunteers
General Summary of Function	<p>This position has responsibility for the internal and external communications, marketing and publicity for all Center programs and events. The Coordinator will help to develop a team of volunteers to take on positions or tasks related to the various aspects in communications.</p> <p>A two – three year commitment to the position is highly desirable.</p>
Key Tasks and Responsibilities	<ul style="list-style-type: none"> ● Oversight of Communications areas, i.e., online calendar, newsletter, event postings, social media, production/update of brochures, fliers, external publicity etc. ● Responsible for ensuring ongoing publicity needs are met, posting of events online and in print in our various venues ● Recruit and/or oversee volunteers for key positions on the communications team, as well as project-based needs ● Works with the Center Director, Calendar Group, Director of Practice and Education and other leaders on publicity/marketing needs for programs and events ● Maintain/expand library of images and text for publicity usage ● Oversee and/or perform duties as required for monthly, quarterly and annual mailings ● Ongoing communication and meetings with

	<p>supervisor and leadership, as mutually agreed upon for support and communication of needs, and visioning together</p>
<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> ● Excellent leadership and people skills ● Experience or education with publicity, and/or marketing desired ● High level of written and oral communication skills ● Comfortable with both MAC and PC, scanners, fax machine, and copiers ● Knowledge of web management, graphic design, databases, and copy editing a plus
<p>Experience/ Education/ Certification Requirement</p>	<ul style="list-style-type: none"> ● Relevant skills, experience or training ● Formal membership in Shambhala ● Desire and willingness to be of service