

## **Communications and Outreach Coordinator (part-time)**

ArtReach St. Croix is a non-profit organization with a small, committed staff whose mission is to *connect communities & the arts* in the St. Croix Valley. ArtReach supports the work of artists and arts organizations by increasing the art sector's visibility through marketing, partnership opportunities and valley-wide programming. For more information on ArtReach St. Croix, visit [www.artreachstcroix.org](http://www.artreachstcroix.org)

A successful Communications and Outreach Coordinator will be a dynamic, hardworking, fun-loving person who is a self-starter with the ability to work independently and as part of a team. This part-time position will shift seasonally as public programming moves outdoors and in. One year-round constant will be the focus on social media and other external communications.

Primary responsibilities:

- Co-develop ArtReach's social media voice and presence.
- Staff the Mobile Art Gallery and be an active part of other public programs.
- Draft e-newsletters and other external communications.
- Assist with the Annual Fund Campaign and Annual Report.
- Join the staff and board at fundraising events, including house parties.
- Draft communications about sponsorship opportunities and send support materials.
- Assist with gallery mailings and other printed communications.
- Staff the galleries, greet visitors and answer phones, as needed.
- Manage online profiles and handle other miscellaneous external communications.

Are you a dependable, flexible, friendly, professional who is able to work effectively in a small, nimble nonprofit setting? Outreach experience is a plus, as is an interest in the arts, the river and the St. Croix Valley. The Communications and Outreach Coordinator position requires excellent written, verbal and time management skills as well as attention to details and follow-through. You will need the ability to function in a changing environment and to meet deadlines while working on multiple projects in different stages simultaneously. Proficiency in Microsoft Office is expected and a working knowledge of InDesign and Photoshop is a plus.

Currently, a work-from-home policy is in place. Gallery hours are limited and current events are "by appointment" or outdoors. Summer and fall events will have strict health protocols which will remain in place as long as necessary.

Flexible scheduling is available however shared gallery hours are Wednesday to Friday afternoons. Some evening and weekend hours are required year-round, but especially in warm weather months.

Part-time, approximately 12-15 hours per week at \$15/hour to start. Paid time off (prorated) is offered for personal/sick time. To apply send a cover letter and resume to Heather Rutledge, [heather@artreachstcroix.org](mailto:heather@artreachstcroix.org) by April 12. No phone calls please.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.