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## **COMMUNICATIONS MANAGER**

Up to 20 hours/week

\$18-20/hour depending on experience

### **To apply for this position:**

Send a cover letter, resume, and writing sample to:

Katie Miller

Executive Director

[katie@inclusiveartsvermont.org](mailto:katie@inclusiveartsvermont.org)

### **JOB DESCRIPTION**

*This position is a part-time position of up to 20 hours per week, and is part of the management team of Inclusive Arts Vermont, a statewide non-profit organization dedicated to using the magic of the arts to making Vermont a more accessible and inclusive place for people with disabilities. Our arts education, cultural access, and professional development programs engage thousands annually across the state. The Communications Manager will work with the Executive Director on public relations and marketing operations.*

*This is a permanent position.*

*This position will be offered a competitive paid time off package, which you can read more about in the personnel policies on our website: <https://www.inclusiveartsvermont.org/about/public-documents/>*

Proposed start date: As soon as possible.

### **BASIC FUNCTION**

The responsibilities of this position are centered in communications and marketing.

### **DUTIES & RESPONSIBILITIES**

#### **Communications: 90%**

- Research and prepare content for social media
- Schedule advance social media posts (via HootSuite)
- Prepare and send monthly e-newsletter, maintain and update mailing list
- Pitch story ideas to local news outlets
- Maintain agency events calendar
- Prepare and send out promotional materials for events, including press releases, calendar listings, etc.
- Respond to general Inclusive Arts Vermont e-mail inquiries
- Create and maintain the monthly communications report for the Board of Directors
- Maintain and update organization's website
- Work with program directors to create promotional materials as necessary
- Develop and work with an annual communications plan for the organization

#### **Administrative Assistance: 10%**

- Participate in monthly staff meetings, taking rotating leadership positions
- Take part in collective office maintenance and housekeeping
- Coordinate collection of and enter program data from staff
- Proofreading of grants, press releases, letters, and other communications

### **CULTURE OF INCLUSION**

At Inclusive Arts Vermont, we believe that we all bring different strengths to the management team and celebrate them. Additionally, all employees of the organization are expected to participate in and support a culture of inclusion, through the support of other staff members as needs arise. Examples of this include: photocopier assistance, mailing stuffing, lifting, etc.

### **SUPERVISION EXERCISED**

Volunteers in communication are recruited by the volunteer coordinator, but supervised by the Communications Manager.

### **SUPERVISION RECEIVED**

General direction and supervision is received from the Executive Director.

### **QUALIFICATIONS**

A Bachelor's degree with two years of communications experience, or a combination of education and experience from which comparable knowledge and skills is acquired.

- Passion for the mission of Inclusive Arts Vermont and an interest in diversity awareness and disability inclusion
- Strong writing skills
- Strong time management skills, ability to prioritize and meet deadlines
- Proficiency in Adobe Creative Suite
- In-depth knowledge of Microsoft Office, specifically mail-merging and Excel
- Experience in creating and sending messages to the media, including press releases
- Experience with mass email platforms (we use Vertical Response)
- Experience with collecting and analyzing performance and engagement data for social media
- Experience with developing engaging content for a variety of social media platforms including facebook, twitter, and instagram
- Good level of accuracy in all aspects of work
- Good verbal and interpersonal communication skills
- Excellent problem-solving skills
- Able to maintain confidentiality of sensitive data and information
- Able to pass all agency's background check including driver's operation of a motor vehicle
- Physical ability to perform all job functions

### **Equipment Used:**

Office Equipment: Copier, phone, computer, printer, and shredder

### **Mental Demands/Physical Demands/ Environmental Demands:**

- Work is sedentary for long periods while spending a lot of time keyboarding and looking at a computer screen
- Work with frequent interruptions; regulate emotions under stress when meeting deadlines
- Person must be able to prioritize multiple tasks and work independently

### **Employment is conditioned upon:**

- verification of the individual's identity by examining the individual's government-issued photo identification card, such as a driver's license
- completion of a Vermont Criminal Information Center record check
- review of the National Sex Offender Public Registry
- an FBI fingerprint check

Any individual who does not consent to the above screenings, or who makes a false statement in connection with the above screenings, will not be eligible for employment or placement in Inclusive Arts Vermont programs.

Appropriate staff will review the findings of the background check information, as they become available. Confirmation of an offer of employment will be contingent upon the completion of the above background checks, and a finding that the information in these records was accurate, complete and non-disqualifying. Inclusive Arts Vermont will follow all Vermont Criminal Information Center policies related to the employers' maintenance of criminal record check information.

Unfavorable background check information is not an automatic bar to employment or placement at INCLUSIVE ARTS

Vermont. Unfavorable information obtained from these background checks is reviewed by the appropriate staff, with consideration given to:

- the date and nature of the conviction,
- age of the applicant when the offense was committed,
- whether there is any evidence of a criminal pattern, and
- the nature of the employee's or volunteer's work roles at Inclusive Arts Vermont.

An employee, volunteer or candidate may dispute the factual accuracy of the result of a background check with the appropriate agency. Upon request, Inclusive Arts Vermont will provide the individual with appropriate contact information to dispute a finding. In this case, a final enrollment decision will be based on the official resolution of the dispute.

Any Inclusive Arts Vermont offer of employment or volunteer placement will be considered conditional pending hiring and supervisory staff's review of the applicant's background check information, as obtained from the Vermont Criminal Information Center, the National Sex Offender Public Registry, and an FBI fingerprint check. Inclusive Arts Vermont reserves the right to terminate an employee or volunteer immediately if information discovered through a background check after the applicant commences their employment or volunteer placement reveals a previously unknown criminal record, the content of which is determined by Inclusive Arts Vermont hiring and supervisory staff to disqualify them to work for Inclusive Arts Vermont in that capacity.

By State law, Inclusive Arts Vermont cannot disclose the information in the background check to anyone other than the applicant.