ROLE DESCRIPTION

Park Slope Civic Council, Inc.
Communications and Data Manager

Application deadline: March 15, 2021

The Role

The Communications and Data Manager, a new role, will provide support to the Park Slope Civic Council and its officers, trustees and members. The particular functions, detailed more fully below, include attending monthly Trustee meetings, managing communications, maintaining membership records, and overseeing vendor relationships and vendor-provided functions.

The Manager is a part-time contractor, paid on an hourly basis with a normal maximum of 50 hours per month as described below. The Civic Council seeks to recruit applicants from a diversity of backgrounds for this role.

The Park Slope Civic Council is a 501(c)(3) not-for-profit civic association that promotes and advocates for the neighborhood of Park Slope, Brooklyn. Further information at: www.parkslopeciviccouncil.org.

Reporting relationship

The Manager reports to the President and takes direction from the President, the Treasurer, the Secretary, and the Membership Secretary.

To the extent that a PSCC Trustee other than the President, the Treasurer, the Secretary, or the Membership Secretary requests assistance from the Manager, such Trustee must first obtain approval from the President.

Scope of Work

Communications:

- Prepare and distribute communications to Trustees and Members, including meeting and event announcements, renewal reminders, new Member welcome communications, and other communications;
• Ensure a thoughtful and coordinated approach to the distribution of PSCC announcements and information, including use of email, the PSCC website, social media, news media, and other distribution channels;
• Assist in developing a thoughtful strategy for the impactful use of social media;
• Prepare a monthly communications calendar for distribution to the Executive Committee;
• Develop and maintain a distribution list for local Brooklyn media outlets;
• Prepare a template for press releases;
• Assist in the drafting of press releases and distribution of press releases to the media;
• Prepare articles for posting on the PSCC website and social media channels;
• Prepare draft minutes of Trustee meetings for review by the Secretary and the Executive Committee; and
• Respond to email inquiries to the PSCC, or refer them to the appropriate officer or trustee for response.

Membership support:

• Send “please renew emails” on the first of each month in a format and frequency to be determined by the Membership Secretary;
• Produce reports on membership data on a monthly basis in a format to be determined by the Membership Secretary and distribute them to the Membership Secretary and others as required; and
• Prepare and mail donor tax acknowledgement letters.

Data Management:

• Update the membership database with new members, renewals, expirations, address changes, etc., generally once a month at the convenience of the Manager, but potentially more frequently in a special membership drive; and
• Manage email administration functions.

Vendor management:

• Serve as primary liaison and account administrator with Constant Contact, DonorPerfect, Great Believer, domain.com, Google, social media platforms, and other services and vendors needed to support PSCC activities; and
• Research alternative providers and capabilities that might provide better functionality and/or lower cost.

Other:

• Attend monthly meetings of the Board of Trustees;
• Observe areas where the PSCC could improve its practices and operations and recommend best practices;
• When directed by the President, provide support for various standing or ad hoc committees of the PSCC;
• Prepare grant requests and reports required in connection with grants; and
• Perform other functions as directed by the President.

**Credentials**

Candidates for this role must have excellent organizational, verbal and written communication skills and be able to work collaboratively with others. Experience with Word and Excel is essential. Any experience in the following areas will be a plus:

• Knowledge of and experience with various social media platforms;
• Experience in public relations, marketing or similar promotional activities;
• Familiarity with donor database/list management software; and
• Experience administering an email system.

**Compensation**

The Manager is a contractor compensated on an hourly basis at a rate of $30 an hour, subject to a ceiling of 50 hours per calendar month, unless the Manager has obtained prior approval from the President (confirmed by email) for compensation for more than 50 hours in a particular month. The Manager will prepare monthly time sheets and will email those to the President, Secretary, Treasurer and Membership Secretary for approval and payment.

**Other terms**

The Manager will be expected to carry out the above-listed responsibilities professionally, courteously, responsively and in a timely manner. The Manager will not be expected to work according to a particular schedule of days and hours. However, monthly Trustee meetings and other meetings the Manager may be expected to attend typically occur in the evenings or on weekends. Moreover, urgent emails may need to be sent during non-business hours.

**Applications**

Applications should include a complete résumé with educational background and all employment history. A brief cover letter describing applicant’s particular qualifications for the role would be helpful. Finalist candidates will be asked to complete 2 or 3 exercises to demonstrate their mastery of skills needed for the role.

Applications should be emailed to:

pscc.recruitment.committee@gmail.com