



Communications Coordinator Position Description

The Missoula Urban Demonstration Project (MUD) is a non-profit organization in Missoula, Montana that has existed for 40 years to empower people to build a more sustainable community through tool sharing and hands-on learning. MUD programs include a member-based tool library, educational community events, skill-based workshops, and on-site sustainable living demonstrations.

Position Description

- Job Summary: The Communications Coordinator position will provide communications, outreach, programming, and operational staff support for all areas of our service. The position will require computer systems skills and strong communication, interpersonal and organizational skills.
- Part Time Position (10-20 hrs/wk)
- Hourly wage \$12-\$14 per hour

Duties

- Manage MUD's social media channels including Facebook and Instagram
- Create MUD's monthly newsletter and additional eblasts as needed
- Advertise workshops and events through social media, website, and other event pages
- Assist with event planning and management including community fundraising events
- Manage and update MUD's website
- Assist with creating educational resources including blog posts, videos, articles, and other member resources for the tool library
- Participate in MUD's marketing committee and assist with updating and maintaining marketing materials
- Create flyers, graphics, and other promotional materials
- Assist with workshop administration including registration, advertising, communications, and occasional staffing
- Build partnerships with local businesses and other nonprofits
- Supervise volunteers for marketing and communications related tasks
- Assist with fundraising and donor management as needed
- General office communications (phone, e-mail, mail, etc.)
- Other duties as assigned

Minimum Qualifications

- Strong communications skills

- Strong computer skills including advanced familiarity with Google Suite, social media, Wordpress, and experience with donor/membership database systems
- Ability to work independently in a focused and efficient manner
- Courteous, professional demeanor

Preferred Qualifications

- Expert computer skills – ability to troubleshoot, find optimal solutions for increasing efficiency of data systems, familiarity with programs and applications including, but not limited to Square, Survey Monkey, Akubo, Mail Chimp, Wordpress, Submittable, Canva, Excel, etc.
- Familiarity with The Missoula Urban Demonstration Project, its mission, program focus and culture
- Nonprofit experience

To Apply: Email a cover letter and resume to info@mudproject.org. Applications will be reviewed on a rolling basis. Anticipated start date in late May.