Communications Coordinator

Description:

The Communications Coordinator is primarily responsible for communicating information between the Local Program Management Team (LPMT) to the entire team; as well as, overseeing Public Relation efforts in the community. The job of the Communications Coordinator is multi-faceted, requiring the ability to work effectively with many types of people and manage multiple priorities simultaneously. This volunteer position requires excellent self-motivation and the ability to work independently while effectively communicating in writing, in a group setting, and online. The Communications Coordinator will work under the supervision of the LPC, working closely with the entire LPMT.

Responsibilities:

Plan, manage, and coordinate all aspects of team communication:

- Coordinate with LPC/LPMT the necessary information for the newsletter.
- Coordinate with LPC/LPMT concerning which information needs to be sent out to the team by email, online, or by phone calls.
- Ensure public relations materials reflect SOID mission, goals and philosophy.
- Create and distribute team Press Releases.
- Develop and cultivate relationships with local visual/print media contacts.
- Organize a telephone tree for athlete/volunteers, if necessary.
- In October of each year, develop a communication calendar for the upcoming year, incorporating deadlines for necessary paperwork from athletes and families, and including upcoming events, training schedules, and competition dates, as they are available.
- Adhere to Special Olympics Idaho and Special Olympics International policies and procedures.
- Attend and participate in LPMT meetings and assume other related responsibilities as assigned by the LPCs.

Requirements:

- A commitment to the Special Olympics Idaho mission
- An ability to create, plan, and implement a communications calendar
- Experience working/volunteering with persons with disabilities
- Previous experience with Special Olympics desired
- Excellent independent work skills and self-motivation
• Excellent time management skills and the ability to multi-task
• Working knowledge of current computer technology and office software
• Highly developed oral and written communication skills and a proven ability to communicate in a professional setting
• Must be practiced and enjoy working with a group of diverse personalities
• Must provide own transportation to Special Olympics events and meetings
• Must represent Special Olympics Idaho in a professional manner
• Complete and pass all Class A volunteer paperwork including background check

Commitment Expected:

This is a year-round volunteer position. The Communications Coordinator may work from home and schedule tasks around other commitments, making themselves available for LPMT and Team meetings. They must be available for communication via email and telephone and must be able to respond to communication in a timely manner. Hours will vary based on the time of year, but are flexible. A minimum 3-year commitment to the position is required. This is an at-will volunteer position. This position may be terminated at anytime by Special Olympics Idaho or the LPC without reason. To apply for this position, please email your resume and cover letter to the LPC overseeing the team with whom you wish to volunteer.