



WATCH CDC Job Posting
June 1, 2022

Media Coordinator (20 hours/week)

WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at watchcdc.org

Qualified applicants will have:

- A working knowledge of Wordpress
- Experience in designing materials for social media
- Interest and experience in community development
- Bilingual in Spanish, preferably native Spanish speaker

Job Responsibilities:

- Develop and edit materials that publicize WATCH events and activities such as flyers, banners and posters.
- Help Campaign and Communication Coordinator organize, write articles, edit, and create a draft layout for bi-annual 16 page newsletter.
- Create an electronic newsletter of 3-5 articles 2-3 times a month.
- Manage WATCH's website and online resource guide with daily updates in English and Spanish.
- Help manage WATCH's social media (facebook, twitter) with original content posted daily.
- Create a weekly food guide for Waltham residents.
- Help Campaign and Communication Coordinator maintain the website up to date.
- Prepare easy to understand materials about community organizing proposals along with background showing the need for the proposal and similar proposals in other towns.
- Attend Community Organizing meetings and work with Community Organizers to develop materials for tenant action group on organizing campaign options.

This is a part time position with pro-rated benefits for vacation, 403-b pension, and health insurance. The salary for this position is \$25,000 annually. The schedule is flexible and will be virtual for at least the next 2-3 months. When the office re-opens all or most of the work will be in person in our Waltham office.

Please send resume and cover letter to Daria Gere at daria@watchcdc.org. Applications will be reviewed on a rolling basis until position is filled.