



WATCH CDC Job Posting

February 23, 2026

Hybrid - Media Coordinator (15 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 and Adobe InDesign.
- Experience in designing materials in Canva for social media.
- Interest and experience in community development.
- Bilingual in Spanish, preferably native Spanish speaker

Job Responsibilities:

- **Flyers-** Create flyers, review organizational flyers for visual appeal, accuracy, and completeness.
- **Organize Materials-** Organize flyers for staff, keeping an updated version of general and current flyers in google drive.
- **Website-** Manage website/online resource guide to ensure updated, relevant, & accurate information in English and Spanish.
- **Social Media** - Manage WATCH's social media accounts (Facebook, X, Instagram and LinkedIn), posting weekly content in English and Spanish.
- **E-news-** Review draft and send electronic newsletter twice a month using Constant Contact.
- **Newsletter-** Assist Director of Operations and Media, organize, write, edit and translate articles for annual 24 page newsletter.
- **Food Guide-** Review and distribute weekly food guides to the City of Waltham and the Waltham Interagency Network in English and Spanish. Post the guides on social media and update it on our website.
- **Public Inquiries via Socials-** Respond to inquiries from the public via social media, reporting updates in Salesforce.
- **DEI in Communications-** Design website/materials to be accessible to those with limited education/ non-English speakers
- **Expand Resource Guide-** Identify new community needs and oversee expansion of resource guide.
- **Materials-** order staff business cards and supplies for events.

Salary/Benefits:

This is a part-time position with benefits:

- Paid vacation starting at three weeks a year, plus paid time off between Christmas and New Year.
- Individual health & dental insurance paid at 80% or reimbursed.
- Paid sick time.
- Employer contribution to 403b of at least 3% of salary per year.
- 13 paid holidays and flexible scheduling.

The starting salary for this position is \$20,000/year. The Media Coordinator is a remote position with a possibility of coming into the office 1-2x a month for media purposes.

About WATCH: 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

Non-Discrimination Policy: It is the policy and commitment of WATCH CDC that it does not discriminate on the basis of race, age, color, gender, national origin, disability, sexual orientation, gender identification or religion.

To apply: Please send a resume and cover letter to Brianna Polanco at brianna@watchcdc.org with "Job Application- Media Coordinator" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

WATCH CDC 24 Crescent Street, Suite 201, Waltham, MA 02453 www.watchcdc.org