



## **PART-TIME COMMUNICATIONS COORDINATOR JOB DESCRIPTION**

**Florida Symphony Youth Orchestra (FSYO)**

**JOB TITLE: Part-Time Communications Coordinator**

**REPORTS TO: Executive Director**

**JOB SUMMARY:** Hours: Wednesday - Friday 10:00 a.m. - 5:00 p.m., Sunday 1 p.m.-6 p.m. (Hours may vary based on candidate's availability). Some Nights and Weekends.

**The Communications Coordinator must be able to work independently and follow-through on assigned tasks to completion.**

**The duties of the Communications Coordinator include but are not limited to the following:**

- Prepares routine correspondence for mailings including, thank you letters, announcements to members and their families, newsletters, audition materials.
- Manage creation, production, and dissemination of printed publications for education, development, and administration purposes (such as monthly newsletter, annual report, course brochures, and press releases and event postcards).
- Develops and maintains alumni data file and communicate with alumni, identifying possible volunteers as well as donors.
- Prepare press releases and external communication for promotional opportunities.
- Provides a high level of customer service including building strong relationships with members, non-members, donors and others. Responds to inquiries and requests in a timely manner.
- Manage organizations social media platforms.
- Support the development and execution of identity and collateral materials for major organizational initiatives.
- Performs administrative tasks related to membership and payment processing.
- Provide organization-wide e-communications support; manage Constant Contact database.
- Represents FSYO and conducts in-person outreach at events, one-on-one meetings and other opportunities as needed. May include conferences, meetings and seminars. May include planning and coordination of outreach.
- Assists with and attends rehearsals and concerts.

**POSITION REQUIRES:** Extensive knowledge of computer and social media skills. Ability to work with confidential data. Understanding of public schools' structure and knowledge of music and music education is a plus.

**Application Procedure:** Send resume and cover letter to: [hevans@fso.org](mailto:hevans@fso.org). Remember to include the specific job for which you are applying in the cover letter portion of your application, i.e., "Communications Coordinator."