Partner Organization Name: Together Baton Rouge (TBR)

Corps Member Position Title: Communications Coordinator

Supervisor: Edgar Cage

Days/Hours of Service: Corps Member will be required to serve 40 hours a week. Hours are flexible as many meetings and events are held on weekends and evenings.

Physical Location: McKinley High Alumni Center, 1520 Thomas H. Delpit Dr, Baton Rouge, LA 70802

Organization Mission and/or Goals:
Together Baton Rouge (TBR) is a broad based organization made up of over 30 member institutions. Together Baton Rouge crosses lines of race, religion, geography, class and party affiliation and seeks to build a community based organization that serves its membership by educating and organizing for change. The mission of TBR is to give citizens voice and agency in the decision-making processes that affect them and their families. TBR works intentionally to support those constituents who have historically been excluded from public discussion and community control of the resources critical to their health and welfare.

Program Mission and/or Goals:
Improve TBR's communications and internet presence. Primarily, the CM will work with the ILO on data management processes and information distribution. CM will also work with the Communications Team and Office Manager when appropriate.

Member Position Summary:
The Communications Coordinator will assist with interval communications between workgroups and TBR members. They will work on:

+ evaluating current social media and outreach practices
+ developing a plan or strategy for improving social media presence
+ implement social media strategy by posting regularly
+ creating outreach materials
+ attending community events to promote the organization
+ drafting an updated Communications policy

The Communications Coordinator will work with staff to create a civic academy that educates and explains the new communication strategy to TBR member organizations as well as the greater membership.

The Communications Coordinator will also conduct a series of one-on-one relational meetings with current and prospective leaders representing a diverse group of faith, labor, educational and civic organizations.

TBR has a number of work groups organized around issues of interest to its membership (Criminal Justice Reform, Tax Fairness, Utility Grid Resilience, Public Safety, Healthy Housing, Healthy Food Access, and Health Access). Work groups can be initiated by any member institution. They are organized and run by leaders with the support of the Communications Coordinator and the Lead Organizer. The corps member’s involvement with these groups will be based on the their interests and the needs of the work group.

**Essential Functions of Position:**

The Communications Coordinator will strengthen the TBR organization by meeting and working with the Communications Team regularly to assess strengths and weaknesses. They will also assist with social media activity and communication blasts via NationBuilder.

The Communications Coordinator will conduct 5-8 relational meetings a week. There will be significantly more relational meetings at the beginning of the service term as the member is introduced to TBR’s membership. The supervisor will train the corps member in the process of relational meetings and the IAF method of community organizing, which has a long history of success in Baton Rouge.

**Skills, knowledge and trainings the corps member should expect to gain from this position**

CM will gain training and experience in relationship development, contact management systems, and civic exploration/engagement.

**Ideal Candidate Qualifications**

- Ability to use internet search engines to conduct research
- Ability to use Microsoft Office and Google tools for documents, spreadsheets, slide presentations, and email
- Strong written and verbal communication skills
- Ability to use video conferencing
- Strong organization, planning, and documentation skills
- Strong analytical skills
- Bachelor’s degree preferred with experience in any field or High School/GED and experience in any field
- Experience with written communications work
- Experience living, working, or attending school in a southern state
• Experience or strong interest in working in communications field
• Experience conducting basic internet research
• Experience using social media platforms such as facebook, Instagram, twitter, and LinkedIn
• Experience or interest in public speaking
• Corps Member must have a car