

Job Description

Position Title: Communications and Events Manager

Positions Status: VISTA Position

Reports To: Deputy Director

The Organization: The Massachusetts Nonprofit Network, a growing statewide association of nonprofits, represents all sectors of the nonprofit community including health care, arts, education, environment, human services, economic development, human rights and philanthropy. Its purpose is to strengthen the sector by providing members with the services and the climate they need to make an even greater impact on the quality of life in Massachusetts. Founded in 2007, the organization seeks to strengthen Massachusetts through nonprofit advocacy, public awareness, and capacity building.

Job Summary: The Communications and Events Manager will play a key role in the creation and implementation of a communication and public awareness plan for current and prospective members and the public, and in the coordination and execution of all aspects of the annual conference, Nonprofit Awareness Day and the Excellence Awards and regional meetings.

Essential Job Functions:

Public Awareness and Communications

- Work on public awareness campaign that focuses both statewide and on all eight MNN regions including news stories, advertising, regional meetings, PSA distribution, etc.
- Write, edit and produce various publications, including annual report, e-newsletters, and other materials as needed both in support of the sector and the organization.
- Research, create, and/or synthesize statewide region-specific information to better support the work of nonprofits (economic impact surveys, organization database, etc.).
- Serve as new media organizer focused on promoting pro-nonprofit messages and events, using Facebook, LinkedIn, Twitter, and other social media.
- Maintain website.
- Conduct outreach to increase participation in events (Award nominations, presenters, sponsors, etc.). Promote events and programs through the MNN website, ads, press releases, opinion pieces and editorials, posting on community calendars, Listserves, and other methods.

Press

- Assist in creation and execution of yearly communications plan.
- Develop pitches to radio and television talk shows and other appropriate programming.
- Develop and distribute press releases around key activities and events of the organization. May include kits for the media, profiles of nonprofits, op-ed pieces, and letters to the editor as well as materials for membership development and program attendees.

- Maintain and expand roster of press contact including outreach to local/regional news sources.
- Develop model press kits for members when needed.

Events

- Assist in the coordination and execution of MNN's fall conference, including, but not limited to recruitment and communications with speakers and presenters, and all logistics.
- Oversee all aspects of program books for all events, from layout to printing.
- Assist in the coordination and execution of MNN's Nonprofit Awareness Day and Excellence Awards including, but not limited to, recruitment and communications with speakers and all logistics.
- Assist with coordination of regional meetings including advertising for meetings, working to increase attendance, working to gain media attention. Research organizations in all eight regions to establish collaborative relationships for events/public awareness.
- Work with staff to coordinate other events, including advance planning, logistics, preparation of speeches, and follow-up.
- Manage event satisfaction and other member surveys.

Other

- Share in the day-to-day operations of the organization as it relates to the duties of the position or as in the normal course of the running of the office as do the other staff members (i.e. special projects, conferences, logistics etc.).

Qualifications

- A Bachelor's Degree or equivalent is desired
- Strong written communication skills
- Strong verbal communication skills
- Capable of working independently and as part of a team
- A good work ethic and a desire to get the job done
- Willingness to share own ideas, even among senior staff and Board members
- Ability to be a self-organizer
- Proven research skills, including the Internet and other resources
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Access) or similar computer applications
- Desktop publishing/graphic design skills desirable
- Knowledge of social media and web content management systems a plus
- Interest in and commitment to enhancing the effectiveness of nonprofit organizations

Benefits

- Participate in the Generations Incorporated VISTA Program that engages 25 AmeriCorps VISTA members in service to Boston nonprofit organizations. Members attend a specialized Pre-Service Orientation (PSO), receive the support of a VISTA Leader, attend monthly in-service trainings, and are linked to a network of AmeriCorps VISTAs. Learn more at <http://www.generationsinc.org/volunteer/ameri-corps-vista/>
- A taxable living subsistence allowance of approximately \$1149 per month
- Massachusetts Nonprofit Network housing assistance of \$100 per month

- May be eligible to receive either a taxable \$5,350 education award or end-of-service taxable stipend of \$1,200
- 10 days of vacation time and 10 days of sick time (in addition to holidays)
- Limited health benefits - <http://americorps.sevencorners.com/>
- Transportation-pass for local subway and bus travel (LinkPass)
- May qualify for Student Loan Forbearance
- May qualify for payment of accrued interest on Student Loans
- May qualify for Food Stamps (value of up to \$200 per month)
- May qualify for childcare allowance
- May qualify for relocation expense reimbursement

Notice of non-discrimination:

The Massachusetts Nonprofit Network (MNN) is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of MNN to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, MNN is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, MNN will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, co-worker, vendor, client, or customer of MNN.

To Apply:

Please visit www.americorps.gov, and use the Quick Search to find our program to apply to. Enter this information in the appropriate fields:

Program Type: AmeriCorps VISTA;

State: Massachusetts;

Program Name: Massachusetts Nonprofit Network