

COMMUNICATIONS COORDINATOR

Centrepoint is looking for a Communications Coordinator volunteer.

This role is a member of the Board and is jointly responsible for delivering the Centrepoint Vision and Strategy. Its primary responsibility is to ensure effective communications to Centrepoint members and potential members.

What will you do? These will be some of your duties:

- Develop and implement Centrepoint's communication strategy
- Develop and implement the communications annual plan, identifying and delivering the key internal communications at an agreed frequency
- Work closely with the Marketing Coordinator in respect of preparing communication messages and materials for Centrepoint's agreed target audience(s)
- Write and deliver ad hoc messages from the Board to the membership, working with other Board members as appropriate
- Ensure clear and consistent messaging across all communication vehicles (social media, website, newsletter, emails, noticeboards)
- Work closely with the Social Media Manager, Website Manager, Newsletter Editor and Weekly Briefing Manager to develop their respective communication channels ensuring they remain effective and relevant to Centrepoint's audience(s)
- Ensure that the Communications Team have up to date policies and operating procedures and that these are followed by the team
- Lead the Communications Team Monthly Meetings
- Identify any volunteer vacancies in the Communications Team and work with the Volunteers Coordinator to fill them
- Train members of the Communications Team as required, or delegate this task if more appropriate
- Collect data, as required, about the effectiveness of Centrepoint communications
- Prepare the annual Communications budget in conjunction with the Treasurer

What are the skills recommended for this position?

- Excellent communication skills
- Good strategic, organisation and planning skills
- A good command of the English language
- Attention to detail
- Basic IT skills

To find out more please email volunteers@centrepoint.ch