



Job Description: *Communications Associate*
A part-time position

Purpose

The overarching goal of the Communications Associate is to help lead and manage MBW's communications activities in a manner that supports our mission, strategic, and programmatic goals.

Key Responsibilities

- Produce main monthly BizNews e-newsletter, the quarterly Lending Update and Investor Update e-newsletters, and special e-blasts as needed
- Create one or more client success stories per month including story, photos and/or videos, and client quote(s) elements
- Manage MBW's social media accounts: Twitter, Facebook, Instagram; where appropriate, provide direction to other MBW staff to help provide content, or to effectively integrate MBW into their individual social media presence
- Maintain an annual communications calendar
- Keep the MBW website updated (other than the class calendar which is maintained by the Learning Dept.)
- Provide media relations support: press releases, events, campaigns, ongoing storytelling
- Manage internal communications assets (key contact databases, photos, videos)
- Assist with design, development and production of MBW marketing materials for the organization and specific programs
- Maintain our events tabling materials/kit so that these are stocked and organized when needed by staff
- Track and report on key communications metrics
- Help create strategies to further MBW brand awareness and understanding with our key stakeholders and across our service region through consistent multi-channel communications
- Assist in communicating MBW's impact both through elevating the compelling stories of our diverse community of clients, through effective communications of qualitative measures, and other approaches
- Ensure consistent organization-wide communications that is professional, on-message, and on-target (right audience)
- Take an active role in occasional MBW events, including providing event management, marketing, logistics coordination, event documentation (photo/video), and overall ensuring the events are consistent with the MBW brand and provide a great brand experience
- Provide support to learning and lending program staff in developing effective communications plan/strategies for specific projects and initiatives
- Provide occasional communications support for development activities, especially content for grant reports, investor and donor communications
- Represent Mountain BizWorks in a professional and effective manner at events when needed

Qualifications and Experience

- At least two years of demonstrated experience implementing similar organizational communication activities
- Commitment to the MBW Vision, Mission, and Values

- Exceptional written and oral communication skills; the ability to effectively communicate in one-on-one and in group settings; and experience communicating to diverse communities and stakeholders
- Excellent interviewing and active listening skills
- Strong computer proficiency including Microsoft Office, email, Google Docs
- Graphic design skills sufficient to produce basic flyers, social media graphics, and other assets consistent with the organization's style standards
- Communicates in a professional and friendly manner with co-workers, clients, partners and the public
- Desire for continual learning and adaptable as best practices in communications and development evolve and change
- Understanding of the needs and challenges of starting and growing a small business is a plus
- Self-driven initiative and performance of the highest quality, with keen attention to detail.
- Ability to work with clients and partners from various backgrounds.
- Ability to work independently as well as with teammates and to effectively manage time.
- Flexibility to manage the variety of tasks and responsibilities of the position.
- Availability to participate in occasional evening and weekend events across the MBW service area

Compensation:

This is a half-time position, paid on an hourly basis at a level based on experience. Significant opportunities for growth.

Mountain BizWorks values and respects all types of diversity and strongly encourages applicants from traditionally marginalized groups to apply. We prohibit discrimination and harassment and provide equal employment opportunity without regard to, and not limited to, ethnicity, religion, race, national origin, abilities, gender identity, sexual orientation, age or genetic information.

To Apply:

Qualified/interested candidates should email their resume and cover letter to Moriah Heaney at moriah@mountainbizworks.org. Subject line should read "Communication Associate Position." Initial responses to this opportunity are requested by Friday, April 26th with the position remaining open until filled thereafter.