

**Position Title:** Communications Liaison

**Supervision Accountability:** Executive Director

**Position Purpose:** *To develop and maintain EDCL's positive brand presence in our community, where people supported and their families, donors, volunteers, and the public are aware of key initiatives and are empowered to engage with us in a reliable, consistent and meaningful way.*

**Location(s):**

- Hybrid - Remote planning with in-person meetings (118 Barnswallow Dr., Elmira)

**Time Commitment:**

- Monthly meetings (approx. 1 hr/month)
- Remote planning and coordination (approx. 10 hours/month)
- Six months minimum (with preference given to those interested in longer term)

**Duties and Responsibilities:**

- Assess EDCL communications assets and outlets for efficiency and effectiveness
- Assist in the development, maintenance, and annual review of a communications content calendar
- Provide support to Executive Director or designate, to set goals and objectives for planned communications (relating to staff and volunteer recruitment, Services promotion, Fundraising or capital campaigns, etc.)
- Make strategic recommendations to EDCL leadership regarding human capacity and financial investments needed to achieve communications goals
- Communicate project deadlines as established in coordination with EDCL Executive Director (and/or designate)
- Delegate and manage project tasks within an assigned team, including EDCL staff and volunteers
- Assist in analysis of marketing or communications campaigns as needed

**Qualifications:**

- Minimum two years experience managing marketing or communications in a professional capacity (digital & print, graphic design, content creation, copy editing, campaign development)
- Good listening and critical thinking skills that translate to positive communication among a variety of stakeholders
- Strong assessment skills to understand organizational needs related to target audiences
- Ability to manage project deadlines and delegate tasks effectively
- Working knowledge of Canva, Adobe Creative Suite (InDesign, Illustrator, PhotoShop)
- Certification or degree in public communications preferred

**Level of Risk:** Medium - Access to confidential information and some supervision of other volunteers

**Other Requirements:**

- Must be 21+ years
- Complete training and orientation prior to beginning the position
- Must be able to maintain confidentiality

**Boundaries and Expectations:**

- Understanding of and commitment to EDCL's mission
- Act in accordance with EDCL's values to foster inclusivity and diversity
- Abide by all EDCL policies and procedures (working on-site or virtually)

**Supervision and Support:**

- Executive Director will be available by email as needed
- Support and guidance will be provided at monthly meetings or by email or phone upon request
- Probationary period (3-months)
- Annual feedback and exit interview completed with Supervisor

**Training:**

1. Volunteer orientation session – Approx. 1 hour (*Self-directed, Online modules*)
2. Annual policy and procedure refresher training is mandatory
3. Site specific training provided (as applicable to tools, resources, project team)

**Benefits:**

- Actively contribute to the positive image of EDCL in the community and online
- Opportunity to improve attitudes and beliefs of people in our community about people with intellectual disabilities
- Enhance leadership skills in communication and interpersonal effectiveness
- Create new relationships with others in the communications & marketing industry
- Eligible for community volunteer awards nomination
- Letter of reference upon request

**Application Process:**

1. Complete and submit a signed application including TWO references
2. Participate in an Interview with the Volunteer Coordinator and/or Executive Director (may be online/phone/in-person)
3. Submit a satisfactory Police Records Check (if requested)
4. Those applicants selected for the position will be contacted to arrange Training and Orientation, and to review next steps. References will be checked.

**Contact:**

Volunteer Coordinator at [volunteer@elmiraacl.com](mailto:volunteer@elmiraacl.com) or call 519-669-3205