



Communications Coordinator position

The Association of Great Lakes Outdoor Writers (AGLOW) is seeking a part-time communications coordinator to maintain the organization's internal and external outreach efforts.

AGLOW is a 400-member-strong dynamic group of writers, editors, publishers, broadcasters, authors, lecturers, photographers, artists, electronic media specialists, bloggers, outdoors industry representatives and tourism professionals working together to promote the conservation and responsible use of our outdoor resources. Learn more at www.aglowinfo.org.

This position is an independent contractor, taking direction from the AGLOW executive director, and has no direct reports.

The communications coordinator's role is multifold:

- Promote recruitment of new media members, corporate members and conservation members.
- Promote content created by AGLOW members.
- Keep membership informed of organizational news and updates.

Specific duties of the communications coordinator:

- Maintain AGLOW social media presence
 - Via Facebook, Twitter, Instagram, LinkedIn, YouTube
 - Mainly aggregate sharing of content produced by membership
 - Create and apply social media calendar
- Manage Member and Consumer email communications
 - Develop/send bi-monthly "gear and gadgets" consumer email
 - Develop/send bi-monthly content consumer email
 - Develop/send quarterly membership newsletter
- Attend Annual Conference each September

- Assist with management of conference/registration/activities.
- Assist with promotion of event.
- Assist with social media presence during event.
- Taking photographs during event.
- Support Writer's Camps
 - Support smaller AGLOW writer's camps before, during and after.
 - When possible and reasonable coordinate with Executive Director to attend AGLOW Writer's Camps to support content generation.
- Collaborate with AGLOW Marketing/Communications Committees to establish communications plan for the year.
- Other Communication Duties as directed by Executive Director or Marketing/Communications Committees.

Skills required

- At least 3 years' experience overseeing multi-channel social media plan.
- Proficient writer for print, web, media mediums.
- Ability to meet deadlines.
- Ability to collaborate in a remote setting with multiple stakeholders.
- Creative thinker.

Skills preferred

- Ability to record, assemble video clips for social media and website.
- Experience in, passion for the outdoors.
- Proficient in photography.

Hours:

- Average of 5 to 15 hours per week
- Weekly schedule will vary greatly and will be coordinated with executive director
 - Some weeks may require few hours while some weeks (such as when newsletters are produced or when national conference is happening) commitment will be greater than 15 hours.

Salary:

- Up to \$15,000 annually depending on experience.

Please submit your resume no later than July 15, 2022 to AGLOW Executive Director, Mark Smith aglowoutdoors@gmail.com