



## Position Description

<b>Job Title:</b>	Communications and Membership Coordinator
<b>Employment Status:</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern
<b>FLSA Classification:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<b>Reports to:</b>	Vice President, Community Mobilization

### ABOUT NBCDI

For over 50 years, the National Black Child Development Institute (NBCDI) has been at the forefront of engaging leaders, policymakers, practitioners, and parents around critical and timely issues that directly impact Black children and families. We are a trusted partner in delivering culturally relevant resources and insights that respond to the unique strengths and needs of Black children. Our purpose is to mobilize communities and ignite movements, boldly advocating for equity and a just future for black children and families. We achieve our purpose through an extensive network of affiliates, members and stakeholders who engage in their local communities on behalf of the national organization.

### JOB SUMMARY

The Communication and Membership Coordinator is responsible for coordinating and organizing NBCDI membership processes and systems. The coordinator job duties also include communication support and tasks related to engaging NBCDI membership via social media and other messaging systems.

### ESSENTIAL JOB FUNCTIONS

#### **Communication**

- Develops and coordinates a list of social media handles for mission aligned charity/nonprofit/cause/athlete/celebrity/person of influence and promise, connecting these to the work of NBCDI and social media campaigns.
- Develops and coordinates a list of staff, Board, and network social media handles to coordinate communication and provide toolkits and resources.
- Work with the NBCDI Research Assistant to create lists of companies, organizations, influencers, institutions, and individuals that align with the work of NBCDI and could support organizational campaigns and outreach.
- In partnership with the Director, Narrative, coordinate and disseminate NBCDI advocacy messaging, event messaging, CEO messaging and other organizational messaging.
- Coordinate creative ways to engage NBCDI staff on social media (i.e., Instagram Live, TikTok, Facebook Live events, etc.).
- Coordinates, schedules, and disseminates all NBCDI social media campaigns.
- Provides data to the team to evaluate success of our social media campaigns

## **Membership**

- Assist with signing up individuals and organizations for NBCDI membership.
- Email communication with NBCDI membership.
- Oversee and Manage the NBCDI membership management system.
- Communicate and oversee the integration of the old membership system into the new system.
- Conduct training and troubleshooting for NBCDI Village stakeholders using the system
- Coordinate activities to engage members.
- Work with Director of the National Network to create a network calendar of events with members and events in general to promote/post on social media.
- Provides data to the team to evaluation success of our membership growth and engagement goals.

## **Other duties as assigned**

### **EDUCATION, EXPERIENCE & CREDENTIALS**

- Minimum 3 years' related experience including, but not limited to, social media management, data entry, project management, preferred experience in a nonprofit setting.
- Strong attention to detail and exceptional organizational skills.
- Creative design and visualization experience.
- Experience with: Google and Microsoft Suite, all social media platforms, presentation software and demonstrated ability to learn and utilize new applications.

### **COMPETENCIES**

- Intellectually curious, strategic thinker with strong sense of ownership.
- Results-oriented and able to effectively balance big-picture thinking with tactical execution and attention to detail.
- Creative with an ability to move an idea to completion.
- Exceptional communication skills with commitment to quality of written and verbal materials.
- Ability to trouble shoot to develop solutions.
- Ability to translate, via written and verbal communication, complex issues into understandable formats for a wide range of stakeholders.
- Ability to thrive in a fast-paced, due date-driven environment.
- A commitment to the mission, vision, and values of the organization.

**Salary Range:** Compensation for this role is between \$41,500-\$45,000 annually based on experience and is a part of a comprehensive benefits package.

**How to Apply:** Please submit a resume a cover letter to [HR@nbcdi.org](mailto:HR@nbcdi.org) with position title in the subject line.

### **WORKING CONDITIONS**

This a remote position. The coordinator will be provided materials and equipment required to properly complete the tasks related to this position. This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 15 lbs.

*The National Black Child Development Institute provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics,*

*protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*