

Position: Communications Coordinator

Hours: 8–10 hours per week

Rate: \$17/hour



The National Coalition for Dialogue & Deliberation (NCDD) seeks a dynamic and self-motivated Communications Coordinator to join our team. This remote role offers a unique opportunity to collaborate with leading organizations and thought leaders in the dialogue and deliberation field while supporting and strengthening NCDD's mission by creating and managing high-quality communications for our members and the broader community.

Key Responsibilities:

- **Content Creation:** Write blog posts, curate resources, and manage guest blogger contributions for NCDD's website.
- **Social Media Management:** Create and post engaging content across platforms (Facebook, Twitter/X, LinkedIn, Instagram, etc.), and analyze performance metrics.
- **Newsletter Management:** Write and distribute NCDD's monthly newsletter, gathering and curating content from members and stakeholders.
- **Community Engagement:** Support NCDD's online groups and foster a vibrant digital community.
- **Event Calendar Support:** Update and coordinate NCDD's Community Events Calendar with coalition members.
- **Job and Internship Board:** Maintain and update NCDD's Job and Internship Board with relevant opportunities, ensuring it remains a valuable resource.

What We're Looking For:

We seek someone **curious, creative, and self-motivated** with a passion for communications and community-building. Key traits and qualifications include:

- Strong writing and communication skills.
- Experience managing social media platforms and analyzing performance data.
- Organized and detail-oriented, with the ability to work independently.
- Flexibility to adapt to changing priorities and tasks.
- Familiarity with dialogue and deliberation or nonprofit communications is a plus.

Why Join NCDD?

- **Mentorship and Growth:** Learn from experienced professionals and gain hands-on experience in nonprofit communications.
- **Network Building:** Connect with leaders and practitioners dedicated to strengthening democracy and public engagement.
- **Skill Development:** Expand your communications, social media, and community-building expertise.
- **Flexibility:** Enjoy a flexible work schedule that adapts to your needs while contributing meaningfully to NCDD's mission.

Working Conditions:

This is a fully remote position. Candidates must be self-driven, comfortable working with minimal supervision, and able to telecommute effectively.

Application Process:

To apply, please email your resume and a brief cover letter to keiva@ncdd.org.

We are looking to fill this position as soon as possible. Applications will be accepted on a rolling basis and reviewed promptly until the position is filled. Early applications are strongly encouraged.