



Communications Coordinator

Organization:

AIA Cleveland is the local chapter of the American Institute of Architects, a member-based nonprofit, 501c (6) organization supporting architects and the architectural profession in a five-county region in Northeast Ohio. AIA Cleveland delivers programming to over 540 members.

Objective:

The Communications Coordinator assists with the communications process for events and activities and dissemination of chapter information. This is an independent contractor position, and work will be done remotely.

Reports To:

This position reports to the Executive Director and interacts with the Board, members and volunteers.

Hours:

This is a flexible, part-time position, averaging 10 hours a week at \$18.00/hour. Minimal evening and weekend hours per assignment deadlines.

Responsibilities:

Organizing and publishing weekly and special event newsletters.

Submit information and events to associated newsletters (such as AIA Ohio).

Create and monitor event registration and attendance with Constant Contact and Zoom, respectively.

Coordinate associated technology for virtual events, including recording and managing video files (Zoom, Microsoft Teams).

Populate and upkeep AIA Cleveland's public online calendar as needed with event information, graphics, and registration links.

Learn the AIA Continuing Education System (CES) requirements and assist in submitting and administering courses for national approvals.

Administer continuing education certificates for event attendees.

Email event and continuing education information, updates, and links with the communications team.

Consistently communicate and gather information in a timely manner.

Qualifications and Experience:

Majors or degrees in Communications, Graphic Design, Visual Communication Design, User Experience Design, Journalism, or Marketing preferred.

Proficient in Microsoft Office, Adobe Creative Suite, Zoom, and Constant Contact.

Ability to think and prepare creatively.

Ability to handle a variety of tasks and events simultaneously.

Ability to evaluate and filter information.

Detail oriented and highly organized.

Experience with working with a nonprofit or association.

Professional interaction with members, volunteers, and Board.

Friendly and positive attitude.

Interested applicants should forward a letter of interest and resume via email to director@aialeveland.com by April 16th. No phone calls, please.

Disclaimer: The information contained in this job description indicates the general nature and level of work performed by employees. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their Supervisor.

AIA Cleveland is an Equal Opportunity Employer.