

Communications & Digital Content Coordinator

The Roundhouse Foundation

Title: Communications & Digital Content Coordinator

Status: Part-Time (20-24 hours/week); Non-Exempt

Hours: Schedule varies; (remote work available; some on-site projects required)

Reports to: Director of Foundation Operations

About the Foundation

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, supporting innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

Pine Meadow Ranch Center for the Arts & Agriculture, a program of The Roundhouse Foundation, is a 260-acre working ranch serving as a learning lab for conservation, regenerative agricultural practices and creatively supporting economic development in a rural community. The Ranch also hosts a seasonal artist in residence program. The vision of the PMRCCA is to improve the well-being of people and place through the arts, stewardship, and sustainable agriculture, with the goal of preserving the land, views, and other assets of the historic ranch for years to come.

Position Overview

The Communications & Digital Content Coordinator supports external communications as well as provides project-related support for Foundation and PMRCAA staff. The Communications & Digital Content Coordinator creates content for and oversees the Foundation's newsletter, website, and social media channels. The role of this position is to elevate and highlight grant partner stories, share foundation and foundation partner opportunities and provide connection to the work of the Foundation. In addition, this position helps to coordinate external digital communication around PMRCAA residencies, activities, special events, classes and workshops.

Essential Duties and Responsibilities:

- Provide and manage web content as directed that clearly articulates the Foundation's goals, strategies, and impact as well as supports the PMRCAA Strategic Plan. Gathering information that enhances the value of the site and provides important storytelling about the work of both the Foundation and PMRCAA.
- Develop and publish the Foundation's electronic newsletter, including graphics and layout.
- Serve as the organization's social media contact for Facebook, Instagram and other platforms as determined by Senior Staff. Work collaboratively with other staff to source content for posts and stories
- Maintain the Foundation's media kit and distribute as required. Work with grant partners on communications materials, logos, and use of the Foundation name.

- Maintain media lists for each of PMRCAA's programs.
- Source and potentially travel to grant partner programs to research stories for distribution through the Foundation's channels to further support Foundation grant partners.
- Review program content and material for accuracy and quality. Take primary information and write creatively about it.
- Provide descriptive copy for Foundation's publications and promotional material.
- Support the PMRCAA team as they develop biannual anthologies, exhibition catalogues and other publications.
- Documenting and story development during on-site PMRCAA events.
- Work with program staff to help them implement communications strategies.
- Research and develop/recommend communications strategies to the Director of Foundation Operations and the Arts Project Coordinator, potentially assist with their planning and implementation.
- Master the developed voice of the Foundation and PMRCAA to ensure that the Foundation communications align with overall the communications strategy and style guidelines.
- Other duties as directed.

Minimum Qualifications

- Prior experience in digital media management, marketing or public relations.
- Experience working or volunteering with non-profits.
- Exceptional written communications skills.
- Outstanding communicator who can develop creative stories to engage their audience.
- Exceptional organizational skills; critical thinker and natural networker.
- Demonstrated competence with digital media platforms including social media, WordPress, Constant Contact, Canva and others.
- Results oriented with a demonstrated ability to problem solve collaboratively and independently.
- Exceptional verbal/written communication skills.
- Exceptional interpersonal and relationship-building skills.
- Ability to deal with sensitive issues, escalating these to the Director of Foundation Operations or other appropriate staff in an expeditious, professional manner.
- Demonstrated ability to manage multiple tasks and prioritize without direct supervision.
- Demonstrated ability to complete tasks in a timely manner.
- Ability to travel to different partner locations as requested by Foundation staff.
- Personal qualities: integrity, confidentiality and a commitment to the Foundation's mission and values.

Preferred Qualifications

- Bachelor's Degree.
- 3-5 years' experience Public Relations/Marketing
- Video Production skills
- Relationships with communities and/or non-profits in rural Oregon.
- Lived rural experience.
- Multi-Lingual, Spanish preferred.

Compensation

This is a non-exempt part-time employee position. Position compensation is \$22-\$40/hour DOE.

Roundhouse Foundation provides group health insurance coverage (medical, dental, vision) for eligible employees working an average of at least 30 hours per week, subject to the terms of the health insurance plan. This position allows for remote work.

Working Conditions

- Primarily inside, seated or standing at a computer.
- Ability to lift 20+ pounds
- Limited physical activity on a daily basis; plus varied activity during special events.

Background Check

Employment is contingent upon successful completion of a pre-employment drug screening, background and driving record check.

Drug Testing

All employees may be subject to reasonable suspicion drug and alcohol testing.

Mandatory COVID Vaccine Policy

In an effort to provide and maintain a safe workplace, effective October 2021 Roundhouse Foundation will require all new hires to provide proof of vaccination to the RHF HR Office. This policy is to safeguard the health of our employees and their families, our clients and visitors, and the community at large from COVID-19. Except as provided by state law, all employees are required to receive COVID-19 vaccinations as a condition of employment unless a reasonable accommodation is approved. A full copy of the policy can be provided upon request.

Nondiscrimination Statement

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.