



# Arrowhead Improvements Association, Inc.

**Employment Position: Communication Coordinator**  
**Classification: Non-Exempt Pay Rate \$24.20 per hour**

**The Arrowhead Improvements Association, Inc. (AIA) is a HOA community (700+ members), located in the San Juan mountain range, between Montrose and Gunnison, CO. The AIA is seeking an enthusiastic, dedicated and passionate individual to help maintain this peaceful community. To learn more about our community, please visit our website at: [www.arrowhead1.org](http://www.arrowhead1.org)**

## **Position:**

The Communications Coordinator is responsible for developing, executing and overseeing the Arrowhead Improvements Association, Inc. communication strategy. The Communication Coordinator ensures consistent and clear communication in alignment with the Arrowhead Improvements Association, Inc. This position reports to the Board of Directors. Experience in a communications capacity, especially internal communications for a large organization, is desired. Experience of writing for a variety of different audiences is also desired. General journalistic or marketing experience is beneficial. Prior management of complex projects and advising senior managers is also looked upon favourably.

## **Responsibilities:**

- Compose content in all print, electronic media and website.
- Associate with departments to develop articles, solicit articles and work for Association website.
- Provide graphic art design, website development, administration and maintenance using the WIX hosting platform, GoDaddy domain maintenance.
- Manage and maintain Google Calendar, Docs, Forms, Sheets & Sites.
- Skillful knowledge of social media (preferably Facebook), to communicate with Association Members.
- Develop the Association bi-monthly newsletter publication; including the editorial review process of design layouts, edits and proofreads.
- Review manuals, policies and other organizational documents.
- Distribute email blasts on behalf of the BOD and other department liaisons, using MailChimp.
- Maintain a confidential contact lists for emails and other electronic communications of Association membership.
- Attend HOA Board of Director meetings when called upon.
- Perform other functions or duties as assigned.
- Develop and maintain excellent relationships with community members and department liaisons.
- Manage and provide direction for communication via the website, social media outlets, print and other communication tools.
- Collaborate with community volunteers and other liaisons in developing and executing communication strategies.

## **Key skills:**

- **Writing skills:** You need excellent writing, editing and proofreading skills; as well as the journalistic ability to source stories.
- **Speaking skills:** You also need strong speaking skills as you are likely to be called on to communicate with Board and Association Members; including other staff liaisons and employees.
- **Interpersonal skills:** You need good interpersonal and relationship-building skills in order to work with communications and other departments. You also need to possess the confidence to work with Board of Directors and explain communication techniques to them.
- **Creative Skills:** You need the creative ability to devise communication strategies Digital skills: Familiarity with information technology, especially digital and video means of communication, is essential.

## **Qualifications:**

- Valid driver's license required and must be at least 18 years of age.
- Strong decision-making with the ability to work independently and as a team.
- Proficient and strong understanding of:
  - Microsoft Office Suite (Word & Excel), Adobe Acrobat, basic HTML;
  - Content Management System (CMS) skills include the ability to create, edit, organize, and publish web content and website publishing, utilizing the WIX hosting platform; including Google Docs, Forms, Sheets & Sites.
  - Facebook and YouTube;
  - MailChimp & Gmail (other database skills a plus) including email composer and etiquette.
  - Photography and video creation and editing skills are a plus.
  - Developing and compiling monthly reports and web analytics utilizing Google Analytics.
- Excellent oral/written communication skills; with the ability to express complex/confidential matters with clarity.
- Plan, edit and write content for a variety of external communication publications, such as bi-monthly newsletter & other publications, regular email bulletins and web site publishing. You are required to work on the layout of content.

The above-mentioned job description for the Communication Coordinator is general in context and is not considered all inclusive. Additional requirements and abilities may be necessary for this position based upon need and function.

Interested individuals need to **complete the application and submit a résumé by September 27<sup>th</sup>, 2024**. Please submit to the Board of Directors at [AIAowner1@gmail.com](mailto:AIAowner1@gmail.com) to be considered.

**[CLICK HERE](#)** to complete the AIA Employment Application.