

Fort Sackville Foundation
Communications Coordinator—Volunteer Position Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer communications coordinator:

- reports to the Executive Committee and works collaboratively with FSF executive and coordinators.
- periodically coordinates communications that engage FSF members and the public with the goal of promoting and providing up-to-date information about the FSF, and its programs, activities and events.
- coordinates the establishment and/or management, maintenance, and use of approved communication channels, including but not limited to:
 - Scott Manor House website—ensure content is updated in collaboration with the webmaster/IT coordinator,
 - Media releases,
 - Social Media accounts (i.e. Facebook, Twitter, Instagram),
 - Reader Sign Board (on Bedford Highway at corner of Hatchery Lane), FSF signs on property,
 - Other profiles/listings (i.e. Tourism Nova Scotia, Canada’s Historic Places Day, etc.)
 - Summer program brochure production and distribution
 - Scott Manor News (newsletter)
 - Community displays.
- provides information/content to the Corporate Secretary for distribution to members.
- chairs a communications committee as applicable, and/or supervises other volunteers or contract workers who may be recruited to assist in establishing, managing, maintaining or implementing communication strategies.
- establishes guidelines for summer staff communication responsibilities, participates in the orientation of summer staff to the communications strategies in use, monitors implementation, and provides consultation and support as necessary to the staff supervisor(s) and summer staff.