

## Communications Coordinator

Approximately 4 hours per week, flexible, and some evening and weekend work is required.



### DUTIES:

*Progressive Dane is a third party political organization dedicated to the belief that ordinary citizens should control public policies at the community and national levels. We support tax justice, improved social services, equality in public education, affordable housing, and public transportation. The Communication Coordinator works closely with Progressive Dane's Staff and members of the Steering and Policy Committees in the furtherance of the mission of Progressive Dane.*

The role of this volunteer position is to coordinate the flow of communication within the organization and between the organization and the community. In order to be successful, the Communications Coordinator will need to successfully execute the Progressive Dane Communications Plan. This includes writing articles; monitoring the media; updating Progressive Dane's website, Facebook page, and Twitter account. The Communications Coordinator is expected to attend the monthly General Membership meetings, Steering Committee meetings, and staff the Newsletter Consortium.

### KNOWLEDGE REQUIRED:

Enthusiastic candidates will enjoy engaging with others, have excellent communication skills, able to speak with community leaders in a professional manner, have experience making outbound calls, able to work well both on his or her own and with others, be flexible, possess and ably use discretion, have good interpersonal skills, be creative, and committed to diversity. Basic knowledge of communications coordination also required.

### INTERESTED?

Please convey your interest in a letter to Dace Zeps, Progressive Dane's Staff by e-mail or U.S. mail.

Progressive Dane

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Madison, WI 53701

E-mail: [office@prodane.org](mailto:office@prodane.org)

(No phone calls please.)