

Description

Position: Admin & Communications Coordinator

Reports to: President

Salary Range: \$18-\$25 per hour DOE

Location: Auburn, CA

Company: CampCalNOW RV Park and Campground Alliance

Job Function: Communications

Job Type: Part Time to Full Time

Job Duration: Indefinite

Min Education: Associates Degree

Min Experience: 1-2 years

Required Travel: 0-10%

Summary: In alignment with our Pillars of Success; Communications, Advocacy, Marketing, and Programs (CAMP) the Communications Coordinator facilitates all member and consumer communications and programs. The Communications Coordinator works directly with the Membership Services Coordinator to provide the most relevant and necessary to information to our members and the camping consumer.

The ideal Communications Coordinator is passionate about the outdoor space, enthusiastic, driven, and personable. The candidate must possess strong data base skills or the ability to learn as you go. Must be able to work collaboratively as well as independently.

Responsibilities

Administrative:

- Answer incoming calls.
- Manage phone systems, alarm, and copier.
- Orders and follows up on office supplies.
- Responsible for special administrative projects and other duties as assigned.

Member Communications:

- Serve as thought partner to the Membership Services Coordinator in creating an annual communications calendar.
- Creates weekly eNews communications with coordination from team.
- Manages member website and makes necessary changes with regards to member communications.
- Collaborates with President on bi-monthly printed news publication.
- Collaborates with team on event planning and preparation.
- Follow up with members for delivery of consumer information.

Consumer Communications:

- Creates weekly eNews consumer communications.
- Manages consumer website and updates regularly.
- Creates and manages consumer blogs
- Collaborates with President on media presentations.
- Creates and manages consumer marketing programs.
- Collaborates with staff on production of annual consumer publication.

Requirements:

- Associates Degree
- 1-2 years office and data base experience

Skills:

- Comfort with member outreach to obtain information necessary for consumer communications.
- Ability to be fearless with new systems and learn as you go.
- Ability to work independently with strong time management and organization skills
- Ability to adapt to quickly changing priorities.
- Detail oriented.
- Ability to think creatively and innovatively.

To apply, please send resume to info@campcalnow.com.

For more information, please call (530) 885-1624.