



**WATCH CDC Job Posting**  
**7/31/18**

**Campaign & Communications Coordinator (part time)**  
20 hours/week  
Reports to: Executive Director

**WATCH seeks a Campaign & Communications Coordinator to assist in marketing our work and researching organizing campaigns for expanding affordable housing in Waltham.**

**Job Responsibilities:**

Campaign Development: Research and develop local community organizing policy proposals that will result in increased access to safe and affordable housing. Prepare easy to understand materials about community organizing proposals along with background showing the need for the proposal and success with similar projects in other MA communities.

Communications: Develop and edit materials that publicize WATCH events and activities including flyers, e-news, newsletter articles. Assist with posting about WATCH's programs on social media and website.

Administrative: Participate in staff meetings, prepare program updates, assist with organization-wide events.

**Requirements:** Conversationally Fluent Spanish Speaker, relevant experience in Community Organizing and Research/Communications, great communication skills, and experience with using social media in a nonprofit setting. Excellent writer. Experience with Wordpress platform a plus. Training in and understanding of the theory, method, and key components of community organizing as a tool for social change.

**Salary/Benefits:** This is a part time, 20 hour per week position with benefits pro-rated to part time hours (vacation, health insurance, paid sick time) and flexible scheduling. The starting salary for this position is \$25,000/year with the possibility of adding additional hours in the future.

**About WATCH:** WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at [watchcdc.org](http://watchcdc.org)

**Non-Discrimination Policy:** It is the policy and commitment of WATCH CDC that it does not discriminate on the basis of race, age, color, gender, national origin, disability, sexual orientation, gender identification or religion.

**Start date:** Sept. 1 or sooner

**To apply:** Please send resume and thoughtful cover letter to Daria Gere at [daria@watchcdc.org](mailto:daria@watchcdc.org) with "Job Application" in subject line. Applications will be reviewed on a rolling basis until position is filled. Interviews will be held during the second or third week of August.

**WATCH CDC 24 Crescent Street, Suite 201, Waltham, MA 02453**