



PART-TIME COMMUNICATIONS MANAGER

JOB DEFINITION:

PURPOSE: This position is responsible for managing all communication-related goals on behalf of the HOA by working directly with Board Members and the Property Manager to offer ongoing, reliable and consistent communications to all homeowners and residents regarding HOA business.

DEFINITION: Independent Contractor Position (1099), candidate is responsible for paying taxes

TERM: One year, renewable term contract voted on by the HOA Board.

SALARY: \$12,000 per year = approx. 10 -15 hours per week (hours as needed based on work load, weekend work possible)

REPORTING: Reports directly to the HOA Board of Directors.

LOCATION: Combination of Independent Contractor's personal office and HOA provided office space located at the main clubhouse. Sharing of clubhouse office equipment will be allowed to perform communication duties on behalf of the HOA.

JOB QUALIFICATIONS:

- Minimum (3) three years work experience in Communications, Marketing, Website/Social Media, Project Management
- Strong Written and Verbal Communication, Creative Writing and Inter-personal Skills Required
- Communication Vendors Management and Negotiation Skills (working with printers, designers, ad agencies etc.)
- Experience working within HOA preferred but NOT required
- Must possess MOBILE PHONE (text and e-mail compatible) and COMPUTER (multi-media compatible)

JOB RESPONSIBILITIES:

ELECTRONIC MEDIA:

Website Design and Maintenance:

- Create a user-friendly HOA website experience to include all pertinent HOA business information and documents for homeowners and residents.
- Work with Board and Committee Members to achieve communication goals by generating, posting and managing all website content as needed.
- Coordinate with Property Mgr. to secure and manage homeowner and resident data pulled from electronic media.

Social Media Content and Maintenance:

- Facilitate and maintain all communications on current social media accounts on behalf of the HOA (currently, Facebook and Nextdoor.com).
- Design a user-friendly Facebook page that promotes an active neighborhood and community which inspires positive feedback and dialogue from residents all while fulfilling the communication goals set forth by the Board and Committee Members.
- Provide consistent and active communication messages in response to homeowner/resident inquiries and comments on Nextdoor.com. When necessary, individual Board members can respond directly.

POSTAL MAILINGS:

- Coordinate with appropriate Board members and/or Committee members to generate letters, forms, newsletters (at least a biannual community newsletter), posting notices, flyers and any other required form of written communication that is sent via postal mail to all homeowners and residents on behalf of the HOA.

COMMUNITY BOARDS / SIGNAGE:

- Work with appropriate Board and Committee Members to create, update and/or maintain all Community Boards and Signage within the neighborhood to achieve communication goals for HOA.

COMMUNICATION VENDOR MANAGEMENT:

- Primary liaison for communication vendors (desktop publishers/designers, commercial printers, signage companies, advertising agencies, etc.)
- Obtain quotes, negotiate contracts and manage communication jobs on behalf of the HOA.
- Work with Property Manager to coordinate and manage vendor contacts, contracts and payments.

WORK WITH HOA BOARD AND COMMITTEE MEMBERS TO FACILITATE COMMUNICATIONS GOALS:

- Attend Board Meetings (2nd Wednesday each month 7 p.m.)
- Maintain contact through e-mail, phone and text
- Help manage all timelines/deadlines pertaining to communication between the HOA and homeowners/residents as specified in the Covenants and Bylaws
- Any additional communication needs as requested and approved by the HOA Board