COMMUNITY BUILDER

JOB DESCRIPTION

Strong Towns, a nationally-recognized non-profit organization, is seeking a motivated individual to help us grow our movement by connecting and supporting our members and audience worldwide.

The mission of Strong Towns is to support a model of development that allows America’s cities, towns and neighborhoods to grow financially strong and resilient. We have over 2,200 members worldwide, including at least one in each U.S. state. Our influential media site reaches over a million people annually and is shaping the national conversation on growth, development and the future of cities.

We need someone to help us grow our online communities and support those who are engaging with and spreading our message. Such a person will:

- Have excellent written and verbal communications skills.
- Be self-driven and motivated by the Strong Towns mission.
- Have the ability to work quickly and independently.
- Be comfortable working with databases and with data management.
- Be a creative and strategic thinker who enjoys working collaboratively with thought leaders.
- Be able to work collaboratively with a team across digital platforms.

Our team collaborates digitally from locations around the country; there are no locational requirements for this position. We have content deadlines and occasional event-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding and our organization is making a difference.

DUTIES

The Strong Towns theory of change is to expose people to our ideas, engage them in making those ideas relevant to their place and then connect them to a growing movement of people, nudging them to take action in their community. The Community Building position is a critical bridge between our content and communications efforts and the change we seek on the ground.

The position of Community Builder includes, but is not limited to, the following:

- Serve as the main point of contact for Strong Towns members and others seeking information from the organization.
- Oversee the Strong Towns member retention plan. Work with the President to update the plan, as needed.
- Monitor our social media feeds and nurture the ongoing conversations using the @strongtowns handle.
• Connect with members and active supporters online through social media, Slack and other digital platforms. Support their efforts to share our message with others and grow the movement.
• Grow the quality and impact of the conversation on the Strong Towns Facebook group and the Strong Towns Slack.
• Expand the number and support the quality of Local Conversations happening within our movement.
• Provide content highlighting the quality of the conversations happening within our movement. Identify potential success stories and other story ideas that could appear on the main site.
• Schedule and lead regular Slack chats, Facebook Live and other online interactive events.
• Coordinate member meetups as part of our event process.
• Manage our regular Ask Me Anything webcast/podcast segment.

COMPENSATION

This is a full-time position that pays up to $38,000 per year. In addition, Strong Towns provides a defined contribution for health coverage and a matching contribution for retirement.

TO APPLY

If you are interested in this position, please visit www.strongtowns.org/employment to start the application process. We are looking to fill this position by June 1, 2018.