Position Summary
CNC is seeking a .375 FTE Operations and Marketing Coordinator, supervised by the CNC Managing Director, to provide operations, event and marketing support, and serve as a thought partner to the CNC Managing Director, as we grow, expand the benefits to our membership and deepen our local advocacy and community engagement. We are looking to build our capacity in a variety of areas, including but not limited to the responsibilities detailed below.

Supervisor: Managing Director
Schedule: 15 hours a week, required attendance at steering committee meetings, otherwise flexible
Compensation: $20-$22/hr depending on education and experience

Duties and Responsibilities

- Manage CNC website and Facebook presence. Tasks will include regularly updating news and jobs sections on the CNC website, liking all member organization Facebook fan pages and sharing member posts that highlight work in partnership, community needs

- Conduct outreach in order to create CNC member organization profiles to be shared via the CNC website, highlighted in the newsletter and promoted via Facebook, which will help community members learn more about the local nonprofit landscape

- Contribute to monthly newsletter content, which includes information on upcoming CNC events, City of Cambridge initiatives, member employment opportunities, funding opportunities and articles relevant to nonprofit leadership

- Provide administrative support for CNC steering committee meetings, events and training opportunities, including taking and distributing meeting minutes, tracking registrations, event promotion, ordering supplies and assembling materials and assisting in day of event implementation

- Assist in sponsorship solicitation outreach, as well as outreach for member recruitment and processing of member dues

- Conduct research and develop recommendations for tools that will assist CNC in increasing its efficiency over time. Examples could include: a database to store member information, a means to automate membership renewal, web conferencing for meetings, use of password protected web pages on CNC website to store and share information with members

- Other duties as assigned
Skills and Qualifications

- Excellent verbal and written communication skills
- Knowledge of Facebook, Google Drive and related applications
- Detail oriented self-starter, with ability to take direction and multi-task
- Interest in learning about nonprofit operations, most pressing resident needs in Cambridge, and challenges and opportunities in the Cambridge nonprofit sector
- Strong belief in social justice and the use of collaboration as a tool to social problems solve problems
- Positive attitude and sense of humor
- Prior experience with nonprofits preferred

Email resume, cover letter and brief writing sample to Elena Sokolow-Kaufman, Managing Director, Cambridge Nonprofit Coalition (CNC) at elena@cambridgenc.org.

About CNC
The mission of Cambridge Nonprofit Coalition (CNC) is to advance equity and justice in Cambridge by strengthening the nonprofit sector, building collective voice and promoting collaboration. We are made up of 35+ organizations and growing, serving Cambridge residents and focusing on a wide range of issue areas including but not limited to: food security, housing stability, financial security, early childhood and youth development, and preserving the natural environment. While our member organizations have different missions, we are all committed to promoting equity in Cambridge and believe that we should be able to achieve this goal given the level of talent and resources.

CNC is an Equal Opportunity Employer. As an organization dedicated to advancing equity in Cambridge, women, people of color, members of the LGBTQ community and persons with disabilities are highly encouraged to apply. We are an inclusive community and value the unique perspectives and contributions that people of all backgrounds and life experiences can bring to our small but mighty team.