

New Haven COALITION for Active Transportation

Communications Coordinator – Position Description

New Haven Coalition for Active Transportation (NHCAT) seeks a well-organized, detail-oriented, motivated problem-solver to join our team as the **Communications Coordinator**.

This part-time, mostly-remote position is immediately available with flexible work hours. The hourly rate is \$17.50, with an anticipated 10 hours/week. Benefits are not included. Reimbursement will be available for budget-approved expenses.

Since its founding in 2018, New Haven Coalition for Active Transportation (NHCAT), a 501 C-3 organization, has worked to improve and encourage walking, biking and all forms of active transportation. As a young organization, NHCAT has focused its initial efforts on building a robust bike education program with exciting classes that use the Smart Cycling curriculum of the League of American Bicyclists. Classes are offered at no charge to individuals and a modest fee to businesses, non-profit organizations, and universities. New free bike helmets are offered to all who need one.

Position duties include:

- Experience with applications including Wix, Mailchimp, and the non-profit program of Salesforce or willing to learn.
- Managing website content through Wix
- Social media advertising and promoting new events
- Maintaining a Salesforce database of mailing list recipients, class participants, and donors
- Writing and editing content for monthly newsletters through Mailchimp
- Managing SEO to promote the website
- Creating events and registration forms on the website

NHCAT is looking for someone who:

- Has access to a computer and reliable Internet service
- Has excellent writing skills and good design sense
- Can effectively communicate with the public about the work of NHCAT
- Works effectively with teams both remotely and in-person
- Manages time effectively
- Is creative and willing to help a young non-profit organization grow

Interested candidate should submit a resume and letter that explains their qualifications and interest in the position to info@nhcat.org with subject line “Communications Coordinator Application.” Applications will be accepted immediately, and candidates of interest will be interviewed on a rolling basis until the position is filled.

NHCAT is committed to diversity and inclusion from the Board to the staff, instructors, contractors, and volunteers. In addition, NHCAT seeks collaborations with organizations to ensure its classes, services, and events are available and accessible to participants from historically less well-served communities in New Haven.