



Communications Contractor
Part time, Non-Exempt

Organizational Overview:

Waterside Workshops provides job-training, outdoor recreation, and wraparound holistic support for Bay Area youth while offering services to the community including a bicycle shop and repair facility, a wooden boat building shop, bicycle and boat rentals, and a youth-run coffee shop.

Role Overview:

Waterside Workshops is seeking a communications contractor to support our communications efforts. Working closely with the Executive Director, this person will help continue to grow social media and email newsletters, and update our website. This position reports directly to the Executive Director.

Essential Job Functions:

Communications

- Manage and grow social media channels (Instagram, Facebook)
- Work with program staff to create engaging online content
- Create monthly email newsletters
- Update website content

Intern Mentoring and Teaching

- Work with a Waterside Workshops intern

Qualifications:

- 2+ years experience in communications at a nonprofit organization
- Proficiency in Microsoft Office, Google Suite, donor or CRM databases, Mailchimp, Wordpress, Adobe CS (or equivalent)
- Ability to lift up to 35 pounds
- Strong organizational and time-management skills
- Excellent interpersonal and relational skills
- Ability to work independently and collaboratively
- High level of attention to detail and follow through
- Is hard-working, flexible, and patient
- Passion for the mission of Waterside Workshops

Compensation:

Hourly pay range \$35/hour DOE. 10 hours/week.

Conditions of Employment:

Waterside Workshops is an Equal Opportunity Employer committed to assembling a diverse and talented staff. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, Waterside Workshops does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, or marital status. Candidates of color are strongly encouraged to apply.

How to Apply:

Email your resume and cover letter to Rebecca Grove, Executive Director at admin@watersideworkshops.org.