



Communications Manager

\$25-27.50/hr | 15-20 hrs/week

Broadview

- Digital Outreach and Engagement
- Intern Collaboration and Support
- Newsletter and Calendar Management
- Collaboration and Reporting

Organization Overview:

East Phillips Improvement Coalition (EPIC) and Midtown Phillips Neighborhood Association (MPNAI) jointly serve the East Phillips and Midtown Phillips neighborhoods to engage the diverse communities present, uplift their voices, and seek the mutual flourishing of our neighborhoods. EPIC and MPNAI staff also collaborate on events and programs with Phillips West Neighborhood Organization (PWNO).

JOIN OUR TEAM!



Pictured above Jarumi and Luke (staff) and Virginia (EPIC Board Member)
Not pictured: additional [staff](#) and [board members](#)

Position Overview:

The Communications Manager will lead outreach and communications efforts for the [United Phillips Initiative](#), focusing on fostering intercultural connections through social media and digital platforms, managing consistent newsletters, and maintaining the organizational calendar. This role ensures EPIC and MPNAI's message resonates within the diverse community we serve, enhancing engagement and visibility.

Responsibilities

Digital Outreach and Engagement:

- Develop and execute communication strategies across WhatsApp and social media platforms (e.g., Facebook, Instagram, Twitter).
- Create and curate culturally relevant and inclusive content and methods tailored to the diverse and underrepresented communities of the Phillips Community.
- Monitor and respond to community interactions online, building meaningful relationships.

Intern Collaboration and Support:

- Recruit and support youth interns in their professional and cultural-communication development.
- Developing team vision for youth-driven communication strategies for reaching Phillips residents with relevant stories, events, and programs.

Newsletter and Calendar Management:

- Write and distribute regular newsletters that highlight the neighborhood association's programs, events, and relevant updates from partner organizations in our neighborhoods.
- Manage the neighborhood calendar of events, ensuring timely and accurate communication for events and relevant meetings.

Collaboration and Reporting:

- Collaborate with staff and interns to design campaigns that reflect EPIC / MPNAI's mission and values.
- Provide biweekly updates on communications progress and insights.
- Work closely with other staff to align messaging with our strategic goals.

General Requirements and Qualification:

- Proven experience in communications, digital outreach, or community engagement.
- Proficient in English (written and spoken); proficient in Somali or Spanish (written and spoken)
 - Other languages spoken in the Phillips Community is a strong advantage
- Ability to collaborate with youth social media interns.
- Expertise in using WhatsApp, social media platforms, and newsletter tools (e.g., Mailchimp).
- Strong organizational skills and attention to detail.
- Comfortable working in an intercultural and cross-community environment.
- Ability to work in a neighborhood office, and commute to events and other in-person meetings as needed.

Ideally:

- Connection to the East Phillips and/or Midtown Phillips neighborhoods
- Have your own computer and phone.

Compensation and Benefits:

\$25-27.50/hr | 15-20 hours per week

Paid-Time-Off Starts at 3 Weeks per Year

Health Stipend depending on hours

Application Process:

Interested candidates should submit their **resume** and a **cover letter** detailing their relevant experience and why they are passionate about community outreach and engagement. Applications can be sent to info@eastphillips.org. We are aiming to start onboarding new staff in January 2025.

We strongly encourage individuals from marginalized communities, including Black, Indigenous, people of color, women, LGBTQ+ individuals, people with disabilities, and working-class individuals, to apply. We are an equal opportunity employer.