



Director of Communications (Part-time)

Company Profile

The Friends of Hoyt Park & Pool (FOHPP) operates the TOSA Pool at Hoyt Park, an outdoor community pool located in Hoyt Park in Wauwatosa. We are a nonprofit group that was formed in 2006 with the purpose of revitalizing the park and seeing swimming return to the heart of Wauwatosa. Thanks to the dedication of many volunteers and our community partners, we have been successful in that endeavor. Today, our mission is to enhance our community's quality of life by developing, operating, and maintaining a pool and gathering space and preserving the natural beauty of the surrounding park land.

Since the pool opened in May 2011, the Friends of Hoyt Park & Pool and the TOSA Pool at Hoyt Park have received a number of awards recognizing the outstanding design of the pool, the preservation of the historic bathhouse and the positive impact the TOSA Pool is having on our community.

In 2013, FOHPP opened a seasonal beer garden, The Landing, to serve as a community gathering space and to provide additional revenue to sustain operations at the TOSA Pool.

Summary

FOHPP has a wonderful opportunity for a talented communications professional to join our team. The selected individual will work approximately 10 hours per week with a flexible schedule and the ability to work both remotely and onsite. This is a non-exempt position that will report to the Executive Director.

Description

- Develop and implement a coordinated communications plan including media relations, website updates, social media outlets, neighborhood associations, e-newsletters, and annual donor report
- Develop organization's communication to contacts, including government agencies and the public
- Respond to inquiries made through the FOHPP website and e-mail
- Prepare, distribute and summarize customer surveys
- Be the face of the organization to media, including on-call status, and arrange for board or staff member interviews when appropriate
- Present the emergency communication plan, training all staff

- Train TOSA Pool Crew, Landing Crew and lifeguards in the history of FOHPP organization, its mission and operating principles
- Attend FOHPP monthly board meetings and assigned as staff member to Board Committee meetings including Fundraising, TOSA Youth Tri and Communications committees
- Attend weekly staff meetings and other meetings as requested
- Maintain files of communications and documents such as media, e-newsletters, inquiries and responses
- Using cloud storage service, manage FOHPP organization documents including Board Committees meetings minutes, Board contact information, Board terms spreadsheet and Board Director binders
- Maintain electronic lists for all communications, including government agencies, customers, and members
- Record FOHPP Board meeting minutes, including action items and owners; submit board minutes to Executive Director and Board President for review
- Attend government agency meetings with Board President and/or Executive Director
- Work with the Fundraising Committee and staff in preparing the annual donor report and donor letters for publishing, mailing and posting on FOHPP website

Qualifications

- Bachelor's Degree in Marketing, Communications, or related field
- 7+ years of professional experience in a Marketing, Communications, or similar role
- Experience working for non-profit organizations is a plus
- Excellent writing skills; ability to tailor impactful messages to varied audiences
- Experience crafting and executing a media plan including social media, developing relationships with local print and TV media
- Requires ability to meet deadlines
- Experience engaging customers and prospective customers through social media
- Knowledge of how local and state government work, with specific understanding and navigation of the local legislative process
- Understanding the budgeting process and ability to read financial statements
- Ability to manage lists effectively

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Employee is regularly required to talk or hear
- Employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products, supplies and equipment up to 20 pounds

- Employee may have to navigate stairs in some work environments

To be considered for this excellent opportunity, please send your resume and note of introduction to jobs@tosapool.com.

Please note:

FRIENDS OF HOYT PARK & POOL IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE MINORITIES, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE FRIENDS OF HOYT PARK & POOL WILL HIRE ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. ALL APPLICANTS OFFERED A POSITION WILL BE REQUIRED TO PERSONALLY PRESENT DOCUMENTATION, BOTH TO IDENTIFY THEMSELVES AND TO PROVE THAT THEY ARE ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES (NOTE - THIS ALSO APPLIES TO U.S. CITIZENS). THIS MUST BE DONE BEFORE EMPLOYMENT BEGINS. FURTHER INFORMATION CAN BE OBTAINED FROM THE EXECUTIVE DIRECTOR OR DIRECTOR OF FINANCE AND ADMINISTRATION. THIS INFORMATION WILL BE KEPT CONFIDENTIALLY, IN A SEPARATE FILE.