

Print Media Manager

Job Description

Educating the public about the Friends of Sleeping Bear Dunes, our mission, our projects, and opportunities to help us is critical to our success. The Print Media Manager produces the annual newsletter, regular e-mail blasts, rack cards, brochures, and press releases.

The duties of the Print Media Manager include:

- Work with the board of directors to identify and prioritize stories and messages to be communicated to the public.
- Work with project managers and program coordinators to publicize their projects and needs for volunteers or funding.
- Work with Fund Development to support fundraising campaigns

Required Experience

Communication skills
Internet and database skills
MS Office skills
MailChimp experience

Required Training

Training will be done by Friends of Sleeping Bear Dunes

Time Commitment

Approximately 12 hours per week.