

Other 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 Other Media Manager produces the e-mail newsletters, a paper annual newsletter, rack cards, brochures, and press releases.

The duties of the Other Media Manager include:

- Work with the Communications Director and 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.
- Publish the annual Newsletter and work with the Fund Development Director to distribute the Newsletter to members.
- Work with our graphic design contractor to develop or edit rack cards and brochures describing the Friends or specific projects.
- Produce press releases to promote Friends projects.
- Produce regular e-mail newsletters.

Required Experience

Communication skills
Writing and editing skills
Internet skills
MS Office skills

Required Training

Training will be done by Friends of Sleeping Bear Dunes

Time Commitment

Approximately 8 hours per week.