

Citizens for Fauquier County (CFFC) Communications Position

Citizens for Fauquier County (CFFC), a non-profit organization that has been protecting the county's beautiful countryside for over fifty years (<https://www.citizensforfauquier.org>), is looking for a part-time communications professional to help expand the organization's visibility, influence, and membership. The position will pay an hourly rate consistent with the individual's skills and experience.

The successful candidate(s) will share CFFC's passion for conservation and preservation and ideally live in Fauquier County. Working remotely most of the time is fine although the person should be available to attend monthly board and other meetings on occasion. The incumbent should have the interpersonal and leadership skills to work collaboratively and effectively with various CFFC board members and other community leaders.

It is expected that the position will involve one to two days a week and will report to Kevin Ramundo, CFFC's President. If the successful candidate has administrative skills as well, the position could involve more time.

Primary Responsibilities:

- Make recommendations and implement a social media strategy and program which will increase membership and drive traffic to our web-site; advocate on conservation and preservation issues; publicize events; and, reach influencers and decision makers on key issues to the organization.
- Manage CFFC's web-site including posting content, monitoring traffic and reporting on web-traffic and related metrics.
- Develop and maintain a quarterly communications calendar and execute it.
- Assist in organizing several events a year.
- Write/edit articles for the web-site and CFFC's quarterly newsletter and manage its production and distribution.
- Write and edit copy and generate visual content to support communication activities.
- Help manage outside resources as needed.
- Manage e-mail communications to members and prospects.
- Manage CFFC's participation in Virginia's Adopt-a-Highway program

Required skills and experience:

- A minimum of three to five-years' experience performing similar responsibilities for other organizations.
- The ability to create an effective social/digital media programs and presentations.

- Familiarity with e-mail software, like Mail Chimp, and Wix or similar on-line or web management programs.
- The ability to work with minimal supervision to complete assignments.
- Strong writing and basic media relations skills.
- Manage CFFC's email accounts including info@citizensforfaquier and admin@citizensforfaquier.
- Administrative skills and familiarity with technology and non-profits are a plus.

Contact:

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