



Real Queens Fix Each Other's Crowns

Job Title: Communications and Marketing Coordinator

Organization: Real Queens Fix Each Others' Crowns

We are looking for a **Communications and Marketing Coordinator** for the [Real Queens Fix Each Others' Crowns](#). This volunteer role would be responsible for collaborating with other marketing and other departments to develop successful social media campaigns. Their duties include communicating with graphic designers, overseeing social media campaign schedules, and pulling KPI data to determine social media campaigns' success.

Our ideal candidate will have:

- Entrepreneurial mindset with the ability to spot original branding opportunities.
- Understanding of social media
- Experience with mailing campaigns
- Ability to work well with others
- Ability to take the initiative

Key responsibilities include:

- Works with team to develop and document branding, marketing, and communications strategies for the organization
- Oversee implementation of the above marketing strategy, including campaigns, events, digital marketing, and PR
- Implements the marketing strategy for new events and programs
- Work closely with the rest of the leadership team to define marketing materials and programs
- Manage social media presence and direct programs to improve social media reputation and recognition
- Create and maintain newsletters to keep our donors, volunteers, partners, and community leaders up-to-date with news and events
- Work with Leadership to ensure that upcoming events and needs are published on social media
- Manage volunteer and communications team to execute strategies



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Expected time commitment: 10 hours/month. This includes checking your RQFEOC email at least three times a week to ensure that team members, potential volunteers, or donors are not waiting for communication.

This position will receive a monthly stipend of \$250 for up to 10 hours of work/month.

We ask that all leadership team members commit to one year of being on the team if possible, although less can be negotiated! Please be honest about your time commitments, while we realize it is difficult to forecast what you may be doing four or five months out, we ask potential leadership team members to try their best to upfront with any conflicts, either work or personal. Thank you for your understanding!