

June 18, 2020

Public Relations Job Description for Belfast Bay Watershed Coalition

The Public Relations (PR) person will consistently promote and communicate the activities of the Belfast Bay Watershed Coalition (BBWC) and the Pen Bay Stewards (PBS) to the public using a variety of electronic and print media and maintain the BBWC web site to promote active membership and growth.

Responsibilities for this part-time opportunity include:

Publicity for Programs and in general:

Distribute press releases to the news media for regularly scheduled programs including all provided graphics and photos. Post announcements of meetings and other email communications in calendar sections of publications, the BBWC website, on-line newspapers, and other websites like The Free Press, Republican Journal, Bangor Daily News, Pen Bay Pilot, Belfast Chamber, Our Town Belfast, etc. Maintain the BBWC Facebook page and explore opportunities in other social media sites.

Email communication with members:

Distribute quarterly newsletters and monthly email communication regarding upcoming events and outings to BBWC members will be provided for publication. Maintain MailChimp email lists as necessary.

Website:

Maintain the BBWC website with provided updates to information, activities and the BBWC calendar, as requested, to draw attention to the work and accomplishments of the BBWC.

All information, about BBWC and PBS activities and events, is provided to the Publicity person, by Cloe Chunn and Gene Randall, the designated BBWC and PBS contacts.

Board Meetings:

Attending the monthly board meetings is encouraged (3rd Thursdays, at 4:30 pm, Sep through May, at the Belfast Free Library, in the Abbott Room).

Time Commitment and Compensation:

This is a 10-12 hours per month part-time job that pays up to \$20 per hour, depending on qualifications.

Contact

For questions, contact Gene Randall, BBWC Treasurer, at 207-322-3726.

Submit a resume and references to: grandall99@icloud.com