



TITLE: Communications Coordinator

DEPARTMENT: Administration

REPORTS TO: Executive Director

SALARY: Hourly/\$23-25

POSITION STATUS: Part-Time Remote (5-15 hours per week)

UPDATED: April 15, 2026

Summary:

Pinewoods Camp, founded in 1925, is a historic and beloved traditional dance and music camp set within a serene 25-acre woodland between Long Pond and Round Pond in Plymouth, Massachusetts. Operated by Pinewoods Camp, Inc. (PCI), *our mission is to operate and steward Pinewoods Camp and its woodland environment primarily for the use and benefit of communities that teach and nurture participatory arts with an emphasis on dance, music, and song.*

The Communications Coordinator plays a vital role in advancing this mission by managing Pinewoods external communications and public presence. This position supports community engagement, program visibility, and organizational sustainability through thoughtful storytelling, clear messaging, and consistent outreach across digital platforms. Working closely with staff and volunteers, the Communication Coordinator helps ensure that Pinewoods' values of community, creativity, respect, and stewardship are reflected in all public-facing communications.

Qualifications:

- High School diploma required; Bachelor's degree in Communications or Marketing strongly preferred.
- Experience writing and editing content for nonprofit organizations required.
- Ability to communicate clearly, warmly, and professionally with diverse audiences.
- Experience using email marketing platforms (e.g., Constant Contact or similar) required.
- Experience with content management systems, graphic design, and databases, including WordPress, Canva, and Little Green Light, or comparable platforms, required.
- Strong organizational skills and ability to manage multiple projects with minimal supervision.
- Familiarity with Pinewoods Camp and/or the folk arts community preferred.
- Ability to work independently in a remote environment while maintaining regular communication with staff.
- Appreciation for mission-driven work within a small, collaborative nonprofit organization.

Duties & Responsibilities: *The following criteria identify duties to describe the principal functions of the job and shall not be considered as a detailed description of all work requirements that may be inherent in the position.*

External Communications & Content Management

- Create, edit, and publish engaging content for Pinewoods' website, social media platforms, and newsletters.
- Maintain and update website content to ensure accuracy, clarity, and consistency with organizational branding and messaging.
- Draft and schedule email communications, including newsletters, announcements, and fundraising-related messaging.
- Support storytelling efforts that highlight Pinewoods' programs, community, history, and mission.



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- Ensure consistency of voice, tone, and branding across all external communications and platforms.
 - Coordinate with staff, program organizers, and volunteers to gather content, including photos, stories, testimonials, and updates for communications use.
 - Monitor external inquiries received through website forms or email platforms and route them appropriately to staff.

Digital Platforms & Marketing Support

- Manage and maintain external communication tools such as email marketing platforms, social media accounts, and Zoom-related communications as needed.
- Use design tools (e.g., Canva) to create visually appealing graphics and promotional materials.
- Support basic analytics tracking and reporting to inform communication strategies and improve outreach effectiveness.
- Develop and maintain a basic communications calendar to plan content around programs, events, fundraising efforts, and seasonal milestones.
- Periodically review and recommend improvements to Pinewoods' digital presence to enhance accessibility, clarity, and engagement.

Collaboration & Community Engagement

- Work collaboratively with the Executive Director, staff, and volunteers to gather content and align communications with organizational priorities.
- Support timely and responsive communication with program providers, donors, alumni, and the broader Pinewoods community.
- Help ensure communications are inclusive, accessible, and reflective of Pinewoods' culture and values.
- Support fundraising and donor engagement efforts through coordinated email campaigns, website updates, and social media messaging.

Administrative & Organizational Support

- Maintain organized records related to communications, marketing lists, and contact databases.
- Assist with communications planning around key events, programs, and seasonal milestones.
- Assist with maintaining and segmenting contact lists within Little Green Light or similar databases to support targeted communications.
- Complete other communications-related tasks as assigned in support of Pinewoods Camp, Inc

Physical Demands:

- Regularly required to sit for extended periods while working at a computer.
- Frequently required to use hands and fingers for typing, operating a computer, and using digital communication tools.
- Regularly required to speak, hear, and communicate effectively via phone, video conferencing platforms, and written correspondence.
- Ability to visually review and edit digital content on screens for extended periods.
- Occasionally required to stand, walk, bend, or reach while performing work-related tasks.
- Ability to maintain focus and attention to detail while managing multiple tasks in a remote work environment.

******The Communications Coordinator is also responsible for completing all additional duties assigned by management that may not be listed in this job description*****