Washington Music Educators Association (WMEA)
announces the following job opening:

Communications Coordinator

Job Overview: The Communications Coordinator will distribute information to board members, regional leaders, association members, volunteers, donors, vendors and contracted teams who conduct operations for in-service conferences and student honor groups.

Starting Date: August 1, 2019 or when filled. Interviews will begin the week of July 22, 2019.

Employment Type: part-time hourly increasing to full-time by July 2020. Wages will be commensurate with experience.

Responsibilities and Duties:

- Manage all formal communications from the WMEA office to constituents through email, mail, FAX and information forms (Such as Google surveys/docs/sheets).
- Review and update forms used annually such as conference session proposals, performing group auditions, conference registration, exhibitor prospectuses, exhibitor applications, associate membership applications, Music Matters applications and Young Musicians Excelling (YME) correspondence.
- Monitor the WMEA website for outdated information, contact sources of information and update the website frequently.
- Post to and manage WMEA social media accounts.
- Send weekly informational messages to executive board members and regional leaders regarding state (WMEA) and/or national (NAfME) information relevant to the association and to leaders in carrying out their responsibilities.
- Assist in facilitating special events such as board meetings, workshops and conferences

Reports to Executive Director

Qualifications:

- Associate degree; bachelor degree preferred.
- Relevant employment training and office experience
- Excellent grammar, syntax and spelling skills, and the ability to pass a test which will be administered to finalists.
- Solid working knowledge of Microsoft Word, Microsoft Excel and Facebook. Skills in InDesign, Access, photo programs and Web programs, especially HTML, are highly desirable.
- Willingness to be flexible in job responsibilities and hours, which fluctuate seasonally.
- Ownership of the position and of the association is critical.
- A love of learning and an understanding of WMEA’s role in advocating for music education.

Email resume and cover letter to Scott Ketron, WMEA Executive Director
scott.ketron@wmea.org

Washington Music Educators Association, 19105 36th Ave W, Suite 213, Lynnwood WA 98036
WMEA is an equal opportunity employer and a 501(c) (3) nonprofit organization.