

## **Friends of Columbia Park is recruiting!**

### **Communications Chair for Friends of Columbia Park**

#### **VOLUNTEER COMMUNICATIONS CHAIR - OVERVIEW**

The FOCP Communications Chair will be member of the FOCP Board of Directors and provide communications expertise, skill and technical support to the Board of Directors and the organization. The Communications Chair will have a range of responsibilities that support internal/operational communications for the organization and external communications to the public, media and government partners. Initially, the Communications Chair will focus on the communications needs related to FOCP's special project work of Save Columbia Pool and general FOCP membership expansion. The Communications Chair will work in collaboration with the Board of Directors, the emerging coalition to Save Columbia Pool and other volunteers and stakeholders as needed and requested.

#### **SPECIFIC DUTIES**

##### **Serve as a Director**

- Commit to and support the FOCP mission and serve a 2-year term as a Board member of FOCP
- Attend regular BOD meetings (current meeting schedule is monthly)
- Collaborate with other Board members to scale the organization appropriately and meet the growing communications needs

##### **Special Project communications**

- Collaborate with the FOCP President and emerging Coalition to identify and execute immediate communications needs for Save Columbia Pool including print, web and social media messaging
- Create and execute a communications plan aligned with project plan in collaboration with the FOCP President, Board of Directors and emerging coalition leadership group related to Save Columbia Pool
- Update FOCP website to support special project needs and membership expansion; support other coalitions members as needed with communications content

##### **Internal/operational FOCP communications**

- Maintain and improve (as needed) the FOCP website and provide content for the new volunteer platform
- Maintain and generate content for FOCP Facebook page and other potential social media channels that support organizational communication needs including membership recruitment/expansion
- Support communication among the FOCP Board of Directors at meetings by assuring recording and inventory of meeting minutes
- Identify and support communications to/from media, government and community partners, general membership and community members including overseeing the email account in collaboration with other Board members
- Develop and produce FOCP newsletter to be distributed to on a schedule TBD

#### **IDEAL CANDIDATE**

The Communications Chair will:

- Have a love of Columbia Park, agree to the FOCP mission, and have a willingness to be a steward leader of Columbia Park and commit to a 2-year term.

- Be a collaborative leader among a Board of local committed individuals
- Have experience in skillfully crafting messages and content for media releases, mass email communications, newsletters, speech talking points, websites, social media and promotional print and online material
- Have knowledge of and some graphic design experience and/or ability to identify resources for graphic design needs
- Ability to manage, update website as organizational needs evolve (current platform – Weebly)
- Identify and support evolving communications needs of the organization and Board of Directors and respond to special project needs

### **COMPENSATION**

FOCP is an all-volunteer organization and highly values the contribution that each of the Board members and volunteers make so that the organization functions well and can serve as stewards of beautiful Columbia Park.

### **APPLY**

To express interest in and apply for this volunteer position email a letter of interest (not more than 1 page in length) to [friendsofcolumbiapark@gmail.com](mailto:friendsofcolumbiapark@gmail.com) outlining why you are interested in serving in this role and describing your qualifications and/or experiences that would make you a successful communications chair. Please send letters of interest for priority consideration by 5 p.m. on Friday July 15<sup>th</sup>, 2019.

### **ABOUT FRIENDS OF COLUMBIA PARK**

Friends of Columbia Park (FOCP) is a small non-profit (501c3) whose mission is to steward Columbia Park and all of its amenities. FOCP partners with the City of Portland and interested neighbors, institutions, and businesses to support Columbia Park as a thriving part of the North Portland Peninsula. When FOCP was formed in 1992, Portland Parks and Recreation (PP&R), gave FOCP purvey of the Columbia Cottage. The City of Portland owns and maintains Columbia Cottage. FOCP is responsible for the upkeep of the interior of Columbia Cottage and is able to rent the Cottage for private parties and make it available as a public gathering space.

FOCP is preparing to expand membership and launch a special project to Save Columbia Pool working in collaboration with many of the Peninsula's neighborhood associations, businesses, and other institutions. With this expansion, the new Communications Chair will provide much needed capacity and support for the all-volunteer Board and organization to focus its efforts on special project expansion and general membership recruitment as well as build-out and maintain the needed communications infrastructure of FOCP.

Learn more about Friends of Columbia Park and Columbia Cottage at our website: <https://www.focp.org/>