



Communications Coordinator Intern

Job Overview:

The purpose of this position is to support our non-profit on the promotions end. The Communications Coordinator will manage several various online portals to promote our organization, our constituents and events. They will also help to create two monthly newsletters for our businesses in town.

Duties/Responsibilities:

- Aid in managing Facebook, Twitter, Constant Contact, and Pinterest accounts, and schedule Facebook and Twitter posts using Hootsuite
- Monitor social media and website metrics to better understand audiences
- Aid in writing and facilitating two monthly newsletters: Business/Property Owner Newsletter and General Interest Newsletter
- Manage Constant Contact database and create email blasts
- Create content for BMS website and update event listings
- Serve as liaison to constituents of Boonton Main Street

Skills/Knowledge:

Required skills for this position include:

- Advanced computer literacy
- Understanding of online social media promotion
- Good writing, communication and organization skills
- Ability to work well under a deadline
- Excellent proofreading skills

Email VOLUNTEER@BoontonMainStreet.org or click the "Volunteer" button at BoontonMainStreet.org to learn more. To find out more about the Boonton Main Street Inc. non-profit organization, please visit us at www.BoontonMainStreet.org