**Communications Specialist and Event Coordinator (CSEC)**

Full-time, exempt

The Communications Specialist (CS) shall have excellent writing skills and be confident with public speaking roles. The CS is expected to be a strategic thinker who gives meticulous attention to detail and works well under pressure to meet deadlines. The CS should be innovative, organized, and self-motivated with a keen interest in driving strategic messages to key internal and external stakeholders.

As the Event Coordinator (EC), this person collaborates with the Development Coordinator and the Volunteer Coordinator to plan and carry out a wide variety of events serving to build awareness in the Wilco area, raise funds, and/or build community within our staff and parent body. Excellent communication skills play a strong role in this position along with volunteer management.