



parent network
+ resource center



POSITION AVAILABLE

Job Title: Media Publications Coordinator

Job Summary: Works closely with program services and development department; organizes, designs and oversees external Matrix publications such as PR and outreach materials, annual report, *Networker*, *Networker Express*, etc. Also maintains and updates the agency website and manages social media.

Hours: 20 hours a week.

Reports to: Office Manager

About the Organization:

Matrix Parent Network & Resource Center (www.matrixparents.org) is a not-for-profit organization that supports and educates parents of children, birth to age 26 with any type of special needs, whether learning, physical, social or emotional. Designated by the U.S. Department of Special Education as a Parent Training and Information Center, one of over 100 nationwide, Matrix serves the 4 counties of Marin, Napa, Solano and Sonoma. Matrix is also designated as a Family Resource Center by the California Department of Developmental Services and a Family Empowerment Center by the California Department of Education. For over 25 years, Matrix has empowered parents to understand and access the systems that serve their children and has a history of serving under-represented populations. Matrix is an equal opportunity employer.

Job Duties:

- For *Networker* bi-annual publication: solicits, coordinates and edits content from staff, formats and designs layout, oversees and coordinates printing/mail-house process.
- For *Networker Express*: work with key staff to determine a year's worth of topics, solicits, coordinates and edits content from staff, import new additions to mailing list database, export opt-outs and bounced emails to database.
- Website: responsible for maintaining website and updating content.
- Social Media: maintains and updates agency Facebook site.
- Creates templates to be used by all staff to maintain consistent "look" of our materials.
- Other projects as assigned by the Executive Director.
- Seeks a program of professional development.

Knowledge of:

- Microsoft Office- Outlook, Word, PowerPoint
- Adobe Creative Suite 4 – Dreamweaver, Photoshop, InDesign, Illustrator, other components a plus
- Social media concepts and management of sites such as Facebook

Ability or skill in:

- Demonstrated skills in layout and design.
- Excellent writing and editing skills.
- Ability to meet deadlines.
- Strong organizational and time management skills, ability to multi-task, prioritize and be flexible.
- Excellent communication, both written and verbal
- Excellent typing skills
- Works well with diverse staff, clients and community members.

Experience: 2 years graphic design and website maintenance

Matrix Parent Network & Resource Center

Please send cover letter and resume to jobs@matrixparents.org

Helpline: 800.578.2592

www.matrixparents.org