



Marketing/Communications Team Leader

Do you have prior successful experience managing communications, PR, or marketing? Demonstrated strong written and oral skills? Editorial competence including research skills, proofreading, and copyediting? Well-developed supervisory skills? If so, we'd love to hear from you!

The **Marketing/Communications Team Leader**, working with Membership and Events, conveys Walnut Creek Village's internal and external messages; coordinates formal communications, drafts written materials, prepares and works with Team Leaders on presentations, and communicates the Village brand.

Location of Work

The **Marketing/Communications Team Leader** will work at home and attend meetings and events in the Walnut Creek area.

Time Commitment

Expect to spend 25 hours/month on your responsibilities and attend two meetings/month.

Benefits

This role provides a wonderful opportunity to utilize valuable skills and knowledge and exercise creativity in guiding the communications effort for Walnut Creek Village. In cooperation with all Team Leaders, the Marketing/Communications Team Leader will be the conduit for the voice of the Village, ensuring that we deliver a consistent message.

Reply to: volunteer@walnutcreekvillage.org

Or call 925.956.1990