



Bridgeport Caribe Youth Leaders

*1067 Park Avenue
Bridgeport, CT 06604
Tel: 203-913-0073*

Communication Coordinator (Part-Time)

BCYL Mission

Bridgeport Caribe Youth Leader's mission is to provide youth with sports, educational and civic direction helping them build the character and self-esteem they need to reach their full potential and value in society.

Responsibilities: Under the direct supervision of the Office Manager, the Communication Coordinator oversees all BCYL communication via social media, website and tele/electronic communication. He/she will perform a variety of duties which include but are not limited to:

- Collaboratively manage and coordinate creation and update of web-content
- Responsible for content-related protocols to keep BCYL's web site and other social media platforms up-to-date.
- Ensure ongoing improvement of website, including phased updates and redesigns if necessary.
- Maximize the e-communications for donors and general public
- Lead BCYL's efforts to remain up-to-date and effective in electronic communications through convening of regular meetings and conversations.
- Maximize BCYL's social media platforms to be an active and innovative presence.
- Other administrative duties as necessary.

Requirements:

- Must be detail-oriented, highly organized and enterprising.
- Must maintain a professional attitude and have the ability to handle stressful and confidential information.
- Individual must be a team player.
- Must complete a background check.
- Bilingual individual preferred - Spanish/English

Interested candidates should send their resume to Ruth Ortega at rortega@bcyl.org