



Pine Mountain Club
Property Owners Association, Inc.

Employment Opportunity Communications Coordinator

Full time. Benefited. 40 hours per week. Subject to call out and overtime.
Up to \$58,000/year, depending on experience.

ESSENTIAL DUTIES AND KEY RESPONSIBILITIES include but are not limited to the following:

- Oversees all PMC publication requirements and serves as community relations strategist.
- Plans, coordinates, and implements the communications and community relations program of PMC.
- Determines content and layout and performs hands-on functions of writing, editing, proofing, and layout of the *Condor Newsletter*.
- Monitors advertising, design, printing, circulation, billing and collections, and all other operations associated with publication of the *Condor Newsletter*.
- Develops advertising campaigns, contacts, and copy where necessary for the *Condor Newsletter*.
- Serves as public information manager for the Association, including writing testimony, developing public education campaigns, news releases, and general correspondence.
- Develops and maintains the PMC website.
- Sends email blasts to residents.
- Maintains PMC social media information outlets, including announcements, articles, and pictures of social events.
- Provides input into the department's budget. Monitors advertising accounts receivable and monitors collection efforts.

Please visit pinemountainclub.net for a full copy of the job description and to download the job application.

Valid CA driver's license required. Must have a good driving record for 3 years

Drug/alcohol screening. DMV/background screening.

Equal opportunity employer.

Apply at Pine Mountain Club POA, 2524 Beechwood Way, Pine Mountain Club, CA 93222