

## Parent Information Center of Delaware Inc.

5570 Kirkwood Highway

Wilmington, DE 19808

302-999-7394 – <http://www.picofdel.org>



### Position: Communications Coordinator

Part-time 20 -25 hours/week - Pay range \$12-\$15 /hour based on qualification and experience

- Update Twitter and Facebook daily
- Post events and news on website weekly
- Sent out press releases of all events
- Set-up and monitor blog
- Post podcasts on website
- Post video recording of workshops and other events/ information on website via U tube or other medium
- Set up webinars
- Devise an on-line learning system
- Link website to other relevant agencies and organizations
- Maintain website -looking for broken links, errors etc.

### Desired Qualifications

- Must possess an outstanding understanding of and applied expertise with website maintenance and social media
- Must possess exceptional communication skills, both written and oral
- Must be able to work within tight timelines and under pressure

### Education

Bachelor Degree with, preferably, a communication major

Application Process: Cover letter and resume attention: Marie-Anne Aghazadian

[picofdel@picofdel.org](mailto:picofdel@picofdel.org) or fax 302-999-7637 or us mail to address above