



The Frederick Center, Inc.
PO Box 3231, 25 East 2nd Street
Frederick, MD 21705

Communications Coordinator Intern Job Description

The Frederick Center is the LGBTQ community center of central Maryland. This position handles the day-to-day communication responsibilities of the organization. Includes mail, email, social media, telephone, production of newsletters, performing email blasts, executing press releases and attending functions. Plus various office duties.

Knowledge

1. Proficiency with Google Docs or Microsoft Office (Word, Excel, PowerPoint)
2. Proficiency with social media applications such as Facebook, Twitter, Instagram, etc.
3. Proficiency with Gmail or similar, including working with folders
4. Ability to learn specialized applications: Mailchimp, Eventbrite, Doodle

Experience

1. College degree or college enrollment
2. Prior part-time or full-time employment in any capacity

Functional Requirements

1. Must have a smartphone to monitor TFC email accounts
2. Easy access to laptop or desktop to remotely use other web tools

Skills

1. Writing skills: including spelling, grammar, and email / business writing
2. Verbal skills: communicate within organization and with outside contacts
3. Organization: scheduling, attention to detail, follow-through, time management
4. Dependability and punctuality

Abilities/Attitudes

1. Self-motivated, since there may be minimal day-to-day supervision
2. Professional demeanor
3. Willingness to learn/create/document new processes
4. Initiative in suggesting process changes / improvements
5. Calm when confronted with discussions / situations that might be emotional or difficult
6. Absolute confidentiality

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thefrederickcenter.org tfc@thefrederickcenter.org facebook.com/TheFrederickCenter facebook.com/TheFrederickCenterYouth

The Frederick Center

A 501(c)(3) nonprofit corporation dedicated to support, educate, link, organize, and provide outreach to the Lesbian, Gay, Bisexual, Transgender, and Queer community of central Maryland.



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Work Environment

1. Will be able to work at home and in The Frederick Center office in downtown Frederick
2. There is no dress code, though the candidate is expected to dress in a manner appropriate for the situation
3. Expected to attend monthly TFC Board meetings and possibly other scheduled meetings
4. Travel outside of Frederick County is not anticipated

Duties

1. Work ten hours a week / minimum of 120 hours over three months. Includes set regular office hours, some ad-hoc urgent actionable tasks, and the remaining hours at will. Some evening and weekend hours may be required as prearranged.
2. Attend monthly evening board meetings.
3. Meet regularly with one or more Board members to discuss past, current, and planned activities.
4. Manage (monitor, relay, respond and, where called for, post) The Frederick Center communications, including:
 - a. Written correspondence
 - b. Press releases, under the direction of Board members and Program Coordinators
 - c. Email account(s)
 - d. Social media (Facebook, Twitter, Instagram, and other social media outlets)
 - e. Website feeder documents, posting / removing items as requested
 - f. EventBrite and Mailchimp activities, including production of a regular newsletter
 - g. Possible telephone (future)
 - h. Take and post photographs at assigned events / for specified projects
5. Creating, monitoring, and reporting key performance indicators associated with communications and other work performed.
6. Staff/represent The Frederick Center at meetings and events organized by The Frederick Center plus meetings and events at which The Frederick Center is a participant.
7. Other office duties as directed, including maintaining calendars and project assistance.

Remuneration

\$500 stipend per semester (3 months), payable 50% after 6 weeks and 50% after 12 weeks.

Start Date

Immediate, single position, application process closed when filled

Contact

tfc@thefrederickcenter.org with resume, phone number, and email address.

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