

PLEASE POST  
Position Available  
Apply by September 10, 2021

CROP Hunger Walk Regional Public Relations and Media Coordinator

Part-time, 10-month position (Sept. 2021-June 2022), renewable annually upon review, \$350/month. Local supervision by the Capital Area Council of Churches in conjunction with the Regional Community Engagement Specialist of Church World Service.

**Responsibilities** include:

- Working with the Regional CROP Committee to coordinate community and business sponsorship, publicity, and materials for the 8 CROP Hunger Walks that take place in the greater Capital District, most of them on the first Sunday of May. (A few have moved to the Fall.) The Regional Committee usually meets 2 times a year, either via Zoom or at the office of the Capital Area Council of Churches in Albany. The PR coordinator prepares and distributes meeting announcements, agendas, minutes, and other pertinent information to the Regional Committee members.
- Securing annual radio/TV/newspaper support and/or sponsorship for the walks.
- Maintaining current corporate sponsors, initiating contact with potential new ones, and acknowledging sponsor contributions.
- Initiating media news releases for the 2022 CROP Hunger Walks, including social media promotion of the walks.
- Organizing on deadline ordering and/or printing of flyers, posters, T-shirts, and/or other incentives. This component includes getting logos from sponsors, assisting in creating artwork for brochures, posters, stationery, and T-shirts, obtaining numbers of materials needed by local walks, and arranging for pickup or distribution of materials to each local walk.
- Representing the CROP Hunger Walk as needed to local service organizations, congregations, community groups, and the media.

**Qualifications** include: computer, communication, organizational, and interpersonal skills; familiarity with CROP Walks and hunger issues; ability to work from home computer; familiarity with using social media; desktop publishing/graphic design skills highly desirable. Must be able to work independently and monitor task timeline to assure tasks are completed when required. Hours are variable, with clusters of activity in Sept.-Nov., and mid-Jan. through early May.

For more detailed information and to apply, contact the Capital Area Council of Churches at (518) 462-5450 or via e-mail at [capareacc@gmail.com](mailto:capareacc@gmail.com).