

COORDINATOR II

The Writers Guild of America West seeks a **Coordinator II** for the Communications Department to provide operational and production support for the fast-paced work of the Communications Department. The position is a full time, non-exempt (hourly) position with full benefits.

Under the direct supervision of the Director of Communications, or designee, the Communications Coordinator acts as an operational lead for the department, helps produce events, and supports the creation of content in all formats. The ideal candidate is a proactive team player who is comfortable juggling multiple priorities and enjoys building and implementing organizational systems. This individual is also compelled by our organizational mission and interested in values-driven and campaign communications. This position provides operational and production support for the fast-paced work of the department.

The WGAW is currently operating based on a hybrid schedule of 3 days in-office and 2 days remote. Vaccination against COVID-19 is required of all employees unless they qualify for a lawful exemption.

ESSENTIAL FUNCTIONS

Content and Event Production

- Formats, proofs, and sends mass emails to the membership and external audiences
- Prepares reports on audience engagement and responses to our emails
- Liaises with other WGAW departments, studios, networks, PR firms and mailing/print houses for awards season mailings and screeners
- Working with Events Manager, provides logistical support for member events and public functions, including the annual Writers Guild Awards show
- Coordinates assignment, development, and organization of creative assets produced by freelance designers for social media, web, email, and print
- Supports special projects and events by conducting research, coordinating with vendors and partners, and corresponding with members and event speakers as needed
- Writes stories and announcements on union priorities for WGAW's digital publication

Departmental Operations

- Maintains departmental calendars and systems for managing project timelines and deliverables
- Screens telephone calls and routes appropriately
- Monitors multiple email inboxes, responding to or forwarding inquiries as needed
- Manages meeting scheduling and logistics
- Coordinates payment of invoices for department activities
- Takes detailed meeting notes
- Maintains department's electronic and paper files, supplies and mail

Other

- Works cross-functionally with other Guild departments as needed
- Other duties as required

OCCUPATIONAL REQUIREMENTS

- 2-4 years of related experience
- College degree in related field preferred
- Excellent organization skills
- Excellent written communication, with comfort researching and synthesizing information
- High attention to visual details
- Highly computer literate and comfortable learning new digital platforms and applications
- Experienced in Outlook, Excel, Word, PowerPoint, and Mail Chimp (or similar CRM)
- Basic understanding of Twitter, Instagram, and Facebook
- Labor movement, political campaign, or nonprofit experience preferred
- Familiarity with Zoom, Canva, and Asana preferred
- Experience with Adobe Creative Cloud a plus
- Must have a valid California driver's license and reliable insured personal transportation

Applicants should email cover letter describing your interest in the position, two relevant work samples and resume to [Recruitment](#).

Compensation will be commensurate with experience, in the \$45,000-\$58,000 range.

The WGAW offers unrivaled benefits to its employees, including: generous paid vacation and sick leave; 11 paid holidays per year; no employee premiums for self-coverage medical, dental, and vision; pension plan; 401(k) with partial match; and 12 weeks of paid parental leave (in coordination with statutory family and medical leave benefits).

WGAW is an equal opportunity employer. We strongly encourage qualified people from diverse backgrounds to apply.