



## COMMUNICATIONS COORDINATOR

**Part-Time Independent Contractor – Bay Area based**

### ABOUT THE OPPORTUNITY

The Miles Hall Foundation (TMHF) is seeking a creative and detail-oriented **Communications Coordinator** to support our growing communications and fundraising efforts.

Working closely with the interim Deputy Director and eventually reporting to the Development & Communications Director, the Communications Coordinator will help implement TMHF's internal and external communications. You'll support day-to-day needs—content creation, digital engagement, donor communications, and community outreach—while gaining exposure to higher-level strategic work over time.

We especially welcome applicants with lived experience related to mental illness, racial injustice, policing, or systemic inequities—your voice and perspective are central to our work.

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This is a part-time, **independent contractor** position with flexible scheduling (approx. 20 hours per week) for a minimum of 90 days, with the possibility of extension in 30-day increments—or a potential transition to a W-2 employee—based on:

- Organizational structure
- Mutual fit
- Performance evaluation

***There is no guarantee of employment beyond the contract period.***

This role offers a unique opportunity to gain hands-on experience across the full range of nonprofit communications. It's ideal for someone who is passionate about storytelling, digital media, content creation, and advancing community-centered justice work—and who thrives in a supportive role with room to grow.

**Reports to:** Interim Deputy Director (transitioning to Development Director)

**Compensation:**

\$2,000 to \$2,500 per month, paid bi monthly based on experience and final scope of work.

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## KEY RESPONSIBILITIES

### Content Creation & Digital Engagement

- Draft and design communications across TMHF's channels, including email, social media, newsletters, and websites.
- Create and adapt graphics, visuals, and short-form videos to align with our brand and voice.
- Help tell powerful stories about our impact, advocacy, community care, and lived experiences.

### Donor & Community Communications

- Support donor communications, acknowledgments, and campaign messaging.
- Assist with outreach and promotions for events, partnerships, and fundraising initiatives.
- Contribute to building stronger engagement with supporters, partners, and the broader community.

### Internal Coordination & Research

- Maintain the communications calendar and assist with scheduling and project tracking.
- Support light research and writing for grants, donor reports, or community presentations.
- Collect and organize analytics or feedback to inform programs and improve outreach effectiveness; generate reports for funders, partners, and advisors.

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## WHO YOU ARE

- **An excellent authentic communicator** – You have skills in writing, editing, designing, or curating content that informs and inspires.
  - **Digitally fluent** – You're comfortable using tools like Canva, social media platforms, Google Workspace, Slack, and email marketing tools like MailChimp
  - **Organized and self-directed** – You can manage timelines, meet deadlines, and ask questions or request help when needed.
  - **Mission-driven** – You care deeply about racial and mental health justice and want to be part of something that makes a difference.
  - **Eager to grow** – You're motivated to build your skills, take initiative, and contribute—even if you're just starting out.
  - **Someone with lived experience** – Your perspective is essential to this work. We deeply value those who have firsthand experience with mental health challenges, racial injustice, disability rights, or policing.
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## GROWTH & DEVELOPMENT

This is primarily a support role, but we're committed to helping the right candidate grow. There will be opportunities to take on higher-level communications work—including designing campaigns, writing blog posts, visual storytelling, and campaign planning—based on performance and organizational needs.

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## WORKING CONDITIONS

- This is a part-time (18–20 hours/week) independent contractor role.
  - Bay Area–based preferred. Flexible scheduling that is remote-friendly, with in-person participation possibly needed for some meetings or events.
  - As an independent contractor, you are solely responsible for all taxes, insurance, benefits, and business expenses.
  - The contractor will be required to regularly invoice TMHF for services rendered; said services will be the agreed upon scope of deliverables and milestones.
  - Schedule of availability and weekly benchmarks will be established between contractor and organization. Overall success will be measured by the delivery of agreed-upon deliverables and milestones.
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## TO APPLY

Email your resume and a cover letter to:

**hello@themileshallfoundation.org**

In your message, tell us why you're excited about this role and what you'd bring to TMHF's communications work. If you have any relevant work samples—such as writing, social media posts, graphics, or videos—we'd love to see them.

We look forward to hearing from you!

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**The Miles Hall Foundation is committed to diversity, equity, and inclusion.** We strongly encourage applicants with lived experience of mental illness, racial injustice, or systemic barriers to apply.

### **Equal Opportunity Notice:**

The Miles Hall Foundation does not discriminate on any protected characteristic (e.g., race, religion, gender identity, sexual orientation, disability).

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