

Ballpark Action Team (BAT) — Part-Time Coordinator

Position Type: Part-Time (10–15 hours/week),

Reports To: BAT Board Chair and Executive Committee

Pay: \$20/hour or retainer of up to \$2,500 a month

Position Summary

The Ballpark Action Team (BAT) is seeking an organized, proactive, and highly personable Part-Time Coordinator to manage communications, lead community outreach, and support volunteer coordination, including the Board of Directors. This role is central to keeping BAT connected to and engaged with the Ballpark neighborhood, and to helping our volunteer-based organization make the most of its time and talent. The ideal candidate is a very strong communicator, highly organized, comfortable working independently while in deep collaboration with the BAT board of directors, and enthusiastic about building community connection in the Ballpark neighborhood.

Key Responsibilities

Communications

- Write and submit a monthly BAT newsletter using the WIX platform.
- Write and post events, reports and update BAT's website using the WIX platform.
- Manage BAT's instagram to ensure consistent messaging about BAT events, events in the community, local businesses and other issues of importance.
- Grow and maintain the newsletter and instagram subscriber base.
- Support the Fundraising committee with reports to funders and the public and grant writing.

Outreach

- Create a strategy for regular community outreach using BAT volunteers, including neighborhood canvassing.
- Support the planning and execution of community meetings, including logistics, communications, and follow-up.
- Conduct small business outreach in conjunction with the Business Committee.

Volunteer Management

- Support the BAT Board of Directors, including meeting notices and logistics.
- Coordinate and encourage BAT's volunteer-led committees in their efforts: Fundraising Committee, Events Committee, Ballpark Business Committee, and Urban Development Committee.
- Encourage and support the growth and engagement of BAT's slate of community volunteers.

Qualifications

- Excellent written and verbal communication skills, including phone, in person meetings and email.
- Highly organized with strong attention to detail and ability to manage multiple priorities and stakeholders.
- Comfortable working with volunteers, board members, and community stakeholders.
- Self-motivated with the ability to work independently in a part-time capacity.
- Residents of the Ballpark neighborhood are strongly preferred.

To Apply

Send a cover letter explaining your interest and relevant experience, a resume and two references to ballparkactionteam@gmail.com. Applications open until the position is filled.