

Communications Coordinator – Part time

The Cornelia de Lange Syndrome Foundation, a national nonprofit organization based in Avon, CT, is looking for a part-time communications coordinator. The coordinator is responsible for the creation and management of the organization materials, including a 16-page quarterly newsletter. Position will assist with public relations, fundraising and web site (www.CdLSusa.org) as needed. Strong writing skills required. Graphic design skills a plus. Experience with In Design, Photo Shop and Microsoft Office. At least two years of college and equivalent work experience required.

Location: Avon, CT

Compensation: \$15-20 per hour

Email your resume and cover letter to Marie Malloy at outreach@CdLSusa.org.