



A G E N C Y

Working Draft: June 2016

Agency Project Coordinator Description and Responsibilities

Overview

The role of the Project Coordinator is to manage the day-to-day administrative and organizational tasks associated with keeping the Agency project running. These tasks include facilitating communication with members and contributors, ensuring regular maintenance of the website, serving as the primary contact for the project to the public and the media, and maintaining Agency's editorial calendar and generally ensuring the group meetings its publishing and other goals.

Organizing/Strategy

- Creative vision, direction, and strategy for the project
- Networking with potential contributors, supporters, and potential new project members

Coordination

- Convene regular meetings
 - Of Agency Advisory Council
 - With Co-Managing Editor
 - With individual editors and Agency members as needed.
- Respond to media inquiries and other misc. emails that come in through the Agency website
- Interfacing with media and serving as media contact.
- Recruit new editorial group members as necessary
- Coordinate and communicate with Section Editors / Project leads:
 - Critical Voices Editor
 - Anarchists in the News Editor
 - Web / Design / Tech Support
 - Web Designer
 - Co-Managing Editor
 - Agency Advisory Council

Editorial - as primary facilitator of Agency's Advisory Council

- Brainstorm, write, or recruit someone to draft and edit Press Briefs.
- Brainstorm topics for commentary pieces, and recruit authors.

- Edit press briefs and commentary pieces written by others.
- Perform final copy edit / proof / create final of press briefs and commentary or assign copy editor.
- Liaison with authors.
- Manage timeline / calendar for creation and publishing of editorial pieces.
- Participate in vetting and decision making on Critical Voices section.
- Send Anarchists in the News (AITN) pieces to AITN editor to be posted and tracked in archival spreadsheet. (Shared responsibility with others.)
- Be available to editorial group members for assistance.

Fundraising / Finance

- Outreach to new sustainers (need to develop formal process and regular communication for this.)
- Manage sustainers (track donations, keep a list of sustainers, send them periodic updates, troubleshoot if their automatic donation stops working).
- Bookkeeping and budget management.
- Creates regular (Quarterly or Bi-Annual) Finance Reports to advisors/the group.
- Create and Manage marketing materials/postcards.

Website

- Liaison with website designer(s) and tech support.
- Troubleshoot website problems.
- Train others to post to the website (ie. Editors of Anarchists in the news and Critical Voices).

Regular Tasks and Ongoing Deliverables:

- Weekly: Review website to ensure quality control and smooth functioning
 - Ask for fixes or Web/Tech support
- Monthly: Organize Agency Advisors call
- Bi-Weekly / Monthly: Call with co-managing editor, other members?
- Quarterly: Update emails to sustainers
- Bi-Annual: Finance report to all Advisors
- Weekly: Update editorial calendar with email to Advisors on next steps?
- Weekly: Ensure on schedule posting for various sections, communicate with editors if there are problems/delays
- Weekly: Post new commentary
- As needed: send out reminders / requests for meetings
- As needed: share media requests and facilitate reply and support
- After meetings: Send notes and next steps to everyone on call