Alex Morgan

Community & communications coordinator

Practical programmes, clear information and a welcoming first point of contact.

Email: alex.morgan@example.test Location: Manchester, UK

Experience

Programme Coordinator

Neighbourhood House 2022-04

Welcome participants, support volunteer facilitators and make workshop information easy to understand. Introduced clearer booking instructions; average session attendance grew from 18 to 27. Plan a monthly programme with residents and coordinate 24 volunteers.

Visitor Services & Communications Assistant

Lantern Arts Centre 2019-09 – 2022-03

Welcomed visitors, coordinated front-desk rotas and wrote plain-language event guides. Worked with colleagues to improve access information and produced a monthly newsletter for 1,200 subscribers.

Education

BA Community Development

Greenfield College 2016-09 – 2019-06

Community participation, inclusive programme design and practical project coordination.

Community work

Volunteer Coordinator

Riverside Repair Café 2021-06

Organise a monthly repair café with eight volunteer repairers, welcome visitors and record which items were repaired. Coordinate sessions; qualified volunteers handle electrical repairs.

Skills

Programme coordination

Volunteer briefings, event planning, small-budget tracking and participant feedback.

Clear communication

Plain-language writing, newsletter editing, spreadsheets and accessible joining instructions.

Languages

English

Fluent

Spanish

Conversational

Comfortable welcoming participants and explaining everyday practical information.