Alex Morgan

Community & communications coordinator

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

Common Ground Co-op hiring team

Application for Programme Coordinator

I would like to bring my community-programme and communications experience to Common Ground Co-op. Your focus on helping residents shape useful neighbourhood activities matches the work I enjoy at Neighbourhood House.

In my current role, I plan monthly workshops, coordinate 24 volunteers and track an £18,000 annual activities budget. By simplifying booking information and sharing a clear session calendar, I helped average attendance grow from 18 to 27 participants over one year.

At Lantern Arts Centre, I supported visitors and wrote plain-language event guides and a monthly newsletter. I would use that experience to make your programme welcoming and its information easy to act on. I speak fluent English and conversational Spanish.

I would welcome the opportunity to discuss how I could support your residents and volunteer facilitators. Thank you for considering my application.

Kind regards Alex Morgan