

Communications & Development Specialist

Job Summary:

We are looking for a team player, confident to manage a variety of details and excited to contribute their gifts in a community-based, non-profit setting. Applicant exhibits a history of: strong communication skills, administrative gifts, as well as, event management experience

Salary Range/Hours:

- \$18-20 depending on Experience
- Part Time (20-25/hrs wk)

Required Experience:

- 4-year bachelor's degree
- Strong oral and written communication skills
- Event planning experience
- Fundraising experience
- Volunteer management

Preferred Experience:

- History working with Hispanic or immigrant communities
- History working with at-risk children and youth
- Experience with written, oral, and visual communication

Supervision:

Supervised by the Executive Director

Duties: (included, but not limited to)

1. Communications Liaison

- Communication with partners: donors, church, & local (Mailchimp, etc.)
- Implement editorial calendar to manage content and plan specific, timely marketing and communication campaigns
- Website/IT updates
- Administrative and record management duties across programs (donor database church partners, volunteers and corporate partners)

2. Event Planning/Development

- Development and implementation of events related to: local community and fundraising development
- Design, create and manage print/online campaigns

- Displays knowledge and understanding of social media platforms (Facebook, Twitter, Instagram, Vimeo, etc.)
- Advancement of donor base and fundraising campaign development, including peer to peer strategies (Flipcause)
- Helps Executive Director meet with donors/partners

3. Community Partnerships

- Coordinate and manage volunteer hiring process: including volunteer screening for all volunteers
- Recruit and manage ongoing volunteer teams: food providers and soccer referees
- Manage special project teams: plan projects, orientation, and supervision

Submit resumes to info@northlitletonpromise.org