



POSITION: Communications and Development Associate

Date Created: 10/01/2022

BRIEF DESCRIPTION OF RESPONSIBILITIES:

The Communication and Development Associate is responsible for the coordination of agency communications and select development activities. Responsibilities include managing social and traditional media outlets, development of marketing materials and publications, and coordinating the distribution of agency collateral with target audiences. Tasks also require interfacing with agency donors and volunteers, managing office systems, and assistance with special projects. Other duties and tasks as assigned. This position reports to the Vice President of Development.

JOB RESPONSIBILITIES:

- Coordinates agency communications, including social media and newsletters according to agency strategic and annual operating plans.
- Manages the agency's website, including branding and content updates.
- Supports agency programming through the development of branding guidelines and standards. Develops standard agency collateral templates and materials.
- Coordinates agency major communication campaigns led by the President, including but not limited to major events and donor solicitations.
- Supports agency leadership through the development of requested materials, such as annual impact reports and select board publications.
- Supports the development department through clerical and administrative support including data management, reporting and donor communications.
- Supports major agency events as directed by agency leadership.

OTHER SKILLS REQUIRED:

- Strong computer skills using Microsoft Office (Word, Excel, Outlook) is required as well as proficiency in client and/or donor management software.
- Excellent interpersonal and organizational skills.
- Good verbal and written communication skills.
- Ability to work independently and as a team member.
- Experience with major social media platforms required.
- Experience with design software, such as Canva or Adobe Suites, required.
- Bilingual (Spanish) preferred.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Associate degree from college or university, or equivalent combination of administrative experience, training, or education.
- Minimum of 2 years of general office experience preferred.
- Minimum of 2 years of communications, marketing, and/or related field required.