



## Communications & Development Coordinator

**The Communications and Development Coordinator supports the communication and fundraising strategies of Saint Child helping to tell the story of the Saint Child mission and the women we serve.**

\*Reports to: Executive Director

### **Primary Duties & Responsibilities**

- In concert with the Executive Director, develops a quarterly Saint Child communication plan. Including a monthly newsletter a bi-weekly prayer letter, and the monthly thank you letter.
- Owns producing and distributing development materials including hard copy and e-news communications.
- Generates donation Thank You Letters at the beginning of each month that are compatible with the Donor Snap database.
- Takes ownership of the Saint Child website and ensures that all information is up to date, as well as updating all social media sites for Saint Child.
- Attends regular trainings, workshops, and online webinars in order to learn new communication strategies
- Work in concert with marketing agencies (Pivot) to ensure consistent and effective branding, advertising, and web development.
- Responsible for planning and coordinating creative staff outings quarterly
- Assist in the planning of fundraising, and volunteer appreciation events

### **Education & Experience**

Preferred university degree or 5 years of office administration and social services experience. Preferably possesses a passion for serving vulnerable young women.

### **Skills Required**

- Computer proficient: MS Office products including and Internet literacy; Photoshop Suite knowledge helpful.
- Typing 40+ words per minute.



- Self-motivated, detailed oriented, and strong problem solving skills.
- Strong verbal and written communication skills.
- Helpful if applicant has personal computer (Mac), as well as Adobe Suite, but not required.

### **Working Conditions**

- Ability to work evenings, weekend, and overtime hours to accommodate activities such as fundraising events.
- Has personal transportation vehicle and valid drivers license.
- This position is 15 hours per week as defined by the Executive Director.
- A background check will be completed upon hiring.
- In concert with Executive Director can discuss rather working remotely, or in office, would be appropriate. Schedule is flexible depending on preference of hired individual, and judgment of Executive Director.
- Weekly Friday Staff meetings from 11:00am- 12:30pm are mandatory, including weekly in person one-on-one meetings with Executive Director.
- Compensation is \$12-14 an hour depending on experience.