

Stepping Stones Communications & Events Coordinator

Summary

This is a part-time (20 - 25 hrs./week) position. The Communications & Events Coordinator will work closely with the Executive Director and Assistant Director to help the organization achieve its fundraising and publicity plans. The primary goals are to maintain and enhance communications, increase fundraising, and build capacity for organizational growth.

Primary Responsibilities

Development/Fundraising:

- Assist with planning, marketing, and hosting of Stepping Stones' sponsored fundraising events and activities. These currently include Empty Bowls, the Garden Tour, Step Up to Hunger 5K, and Discount Card sales.
- Pursue additional fundraising opportunities.
- Encourage and assist with community sponsored food and fund drives.
- Assist with donor solicitation and sponsorship requests.
- Research new grant opportunities.

Communications:

- Provide PR materials for Stepping Stones' programs, services, and special events.
- Manage the Stepping Stones' Facebook page and ensure a minimum of two postings per week.
- Develop and manage other social media such as a regular e-newsletter and Twitter feed.
- Manage website design, content and updates.
- Create and maintain a photo and video collection appropriate for PR materials.
- Assist with other PR efforts such as the quarterly newsletter, brochures, displays, and other communications as requested.

Overall Agency Tasks:

- Other fundraising and PR duties as may be assigned.
- Recruit and/or work with volunteers and interns on select tasks.
- Assist with and attend meetings and events as needed.
- Be an ambassador for the organization through community networking and speaking engagements as needed.
- Become familiar with all aspects of Stepping Stones programs and assist in any area as needed.

Preferred Qualifications

- Commitment to the Mission, Vision, and Values statement of Stepping Stones.
- Bachelor's Degree
- Experience in non-profit fundraising and special event planning.
- Experience in the development of PR materials and graphic design.
- Familiarity with posting on Facebook, websites, and use of other social media platforms.

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- Ability to work well in a team atmosphere and to maintain strict confidentiality.
- Experience with staff, student and/or volunteer supervision.
- Ability to work on-site and remotely and have some flexibility in scheduled hours.

Skills

- Excellent communication (oral and written), customer service, and interpersonal skills.
- Self-motivated and able to work independently in a fast paced environment.
- Possess a positive team approach in addressing needs and solving problems.
- Excellent organizational abilities and attention to detail.
- Proficient in Microsoft Office computer programs and graphic design programs.
- Fiscal responsibility.

Accountability

- Reports directly to the Executive Director.
- Partners with Stepping Stones' staff, volunteers, and the Board of Directors in fulfilling the organization's mission.
- Works with other staff, volunteers, board members, students, donors, and community partners.

Salary Range

\$22,100 - \$26,000 annually based on 25 hrs./wk. (= \$17 - \$20/hour) depending on experience

Benefits

15% - 25% of salary as a benefit depending on insurance needs

3% Simple IRA match

10 paid holidays

10 days' vacation increases incrementally up to 20 within 5 years

To Apply

E-mail cover letter and resume by Sept. 21, 2018 to: director@steppingstonesdc.org