



Job Description

Job Title	Communications and Development Coordinator				
Reports To	Deputy Director, Research and Communications	FLSA Status	<input type="checkbox"/> Non-Exempt		
			<input checked="" type="checkbox"/> Exempt		
Shift/Hours	9:30 am to 6:00 pm	Classification	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Temp	
			<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intern	
Salary range	Hourly: \$20 - \$24 hours an hour				

ORGANIZATION

HOPE is a non-profit, non-partisan, organization committed to ensuring political and economic parity for Latinas through leadership, advocacy and education to benefit all communities and the status of women.

JOB SCOPE

The Communications and Development Coordinator is responsible for key communication functions of HOPE and maintaining individual donor and network database. They report directly to the Deputy Director of Research and Communications, and provide support to the Operations and Development Manager.

The Communications and Development Coordinator will be responsible for maintaining and updating HOPE's database, supporting the execution of HOPE's communication's strategy including social media management, email marketing schedule, and creating and tracking reports. They will also be responsible for the updating and maintaining of HOPE's database, Salesforce, and conducting key fundraising activities inclusive of research, creating donor reports, list and preparing thank you letters.

FUNCTIONS AND RESPONSIBILITIES

Communications:

- Work with the Deputy Director of Research and Communications to maintain and update HOPE's websites and social media accounts, prepare and send mass email campaigns, and assist with the execution of HOPE's communications strategy.
- Contribute to the writing and editing of online information publications, including e-newsletter, media releases, fact sheets, calls to action, event communication, and other documents.
- Coordinate the production of print materials and collateral for programs and events.

Development:

- Work with the Development and Operations Manager on fundraising-related administrative duties as needed, including but not limited to correspondence, donor data entry, and creating reports.
- Assist in all of HOPE's fundraising outreach and donor engagement as assigned.
- Support HOPE programming and events as assigned and needed.

QUALIFICATIONS

Experience/ Education

- Minimum Bachelor's degree in communications, marketing or related field.
- At least two years of experience in communications, marketing or a related field and CRM database platforms, preferably Salesforce.
- Experience with Social Media management including social analytics platforms, reporting and online community management.
- Experience with email marketing platforms (Example: Mailchimp, iContact, etc.) and website host platforms (Wix preferred).
- Experience with media relations, developing social media content, graphic design skills (Canva, Photoshop or InDesign preferred), and data visualization skills are a plus.
- Some experience with individual giving, preferred but not required.
- Proficiency in MS Office; specifically Word and Excel
- Education: Minimum BA degree
- Certification(s)/License(s): Valid driver's license and insurance

Communication Skills

- Read/Interpret, create, compose and edit documents
- Superior written and oral communication skills

Additional Skills

- Problem Solving
- Independent Judgment
- Teamwork/Team Player
- Proactive and communicative
- Excellent organizational skills
- Flexibility/Adapt to Change
- Ability to Multi-Task
- Work under pressure and meet deadlines
- Detail driven

SCHEDULE

HOPE operates Monday through Friday 9:00AM – 6:00PM. Due to California's Stay at Home Order HOPE employees are currently working remotely, from home. If hired, onboarding will take place remotely and all employees are expected to return to the office on April 1st, 2020. This is subject to change depending the status of the Stay at Home order and the Covid-19 pandemic.

SELECTION PROCESS

HOPE will accept resumes starting December 15, 2020 for the position. Interested parties should email a cover letter and resume to HOPE's Executive Director, Helen Iris Torres, at htorres@latinas.org.