

Position Title:	<b>Communications &amp; Marketing Specialist</b>	Department:	<b>Development</b>
Reports to:	<b>Director of Communications &amp; Marketing</b>	Classification	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>
Date:	<b>September 2020</b>	Supervises:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

*At Volunteers of America Western Washington, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting an inclusive environment where all people feel accepted and valued.*

**WE OFFER:**

COMPETITIVE SALARY  
UP TO 200 PAID TIME OFF HOURS PER YEAR  
MEDICAL, VISION & DENTAL BENEFITS  
LIFE INSURANCE  
403(B) RETIREMENT  
SHORT TERM DISABILITY  
EMPLOYEE ASSISTANCE PROGRAM and more....

**General Function:**

The Communications & Marketing Specialist is part of a team working together to support strategic growth through effective marketing, communications, fundraising and streamlined development operations.

This position creates and manages website content and design; social media post content, design, and scheduling; impact story photo- and video-based storytelling; print and digital ads and promotional pieces; and agency print materials such as letterhead, thank you cards, business cards, Christmas cards, etc. In addition, this position may have duties in the following areas: event support and tabling/promotion; SEO, Google ads, and digital marketing; vendor, independent contractor, and/or media outlet relationship management; direct mail; bimonthly and special e-mails to staff and constituents; and other aspects of the development department as needed to ensure smooth departmental operations.

**Qualifications:**

- Bachelor's degree preferred.
- One or more years of experience in a marketing and communications role, preferably with a nonprofit or cause-driven organization.
- Excellent customer service skills with a professional and friendly demeanor, and ability to maintain confidentiality.
- Strong communication in writing and verbally, with excellent interpersonal skills.
- Experience with graphic design, including: Adobe Suite, creation of compelling social media posts, and story- and impact-based posts, articles, or videos.

- Preferred: experience with Adobe Premier Rush or comparable video editing software; photography skills; website design skills; and SEO, Google Ads, and digital advertising skills.
- Full working knowledge of Microsoft Office including Word, Excel, mail merges, and other standard software applications.
- Great attention to detail and ability to edit writing for grammar, punctuation, brevity, and effectiveness.
- Must work well independently as well as with a team.
- Ability to work occasional evenings and weekends.

**Principal Activities:**

- Fulfill all duties of the Communications & Marketing Specialist, contributing to overall goals of MarCom team, Development Department, and organization.
- Support all philanthropic activities including mailings, events, and on-line campaigns.
- Actively manage website, social media sites, print and digital projects, and any/all aspect of marketing & communications as assigned.
- Other duties as assigned

If you wish to apply for this position, please email your resume and cover letter to:  
[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*