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[www.jacksonstreet.org](http://www.jacksonstreet.org)

## **Position: Communications & Events Coordinator**

**Purpose:** This full-time position helps Jackson Street further its mission by creating meaningful and timely marketing materials to reach youth, donors, and the community at large; managing social media accounts, and acting as a liaison to the public for community fundraisers, booths, and speaking events. This position is often the first person from Jackson Street that a community member connects with on various questions and inquiries. They play a crucial role in donor stewardship and elevating Jackson Street's work within the broader community through strategic and well-planned events. The Communications & Events Coordinator is an important member of the Development Team.

### **Responsibilities**

- **Donor Stewardship & Community Engagement**
  - Data entry and maintenance of donor database & mailing list.
  - Promptly thank donors by phone, handwritten note, or email and send customized tax acknowledgment letters. Maintain a culture of gratitude as a baseline for building relationships with donors by making every donor feel special.
  - Receive, document, and distribute in-kind donations.
  - Comfortable, professional, and kind with attending and speaking at chamber events, service clubs, and churches. Attends relevant networking events.
  - Support local fundraising efforts planned by individuals, businesses, and community organizations (e.g. service groups, faith organizations) that benefit Jackson Street, and help promote successful events. Lead internal efforts to grow the number of community fundraisers and give-back events and raise visibility of our cause within the community.
  - Answer and return calls and emails in a timely and professional manner. Ask questions to understand the needs, goals, objectives, and requirements of the prospective donor or group. Coordinate the best Jackson Street representative for the specific invitation (youth, manager, board member, program staff, development staff, etc.).
  - Coordinate and/or attend community booth events; collect and carry needed materials, present attractive table, interact professionally and friendly with the public.
  - Communicate professionally and politely with youth, staff, vendors, donors, grantors, volunteers, and community partners (everyone).
  
- **Social Media & Marketing**
  - Update multiple social media accounts with attractive, compelling, and approved content that reflect Jackson Street values and build towards Development Team goals.
  - Graphic design of flyers and social media using Canva and MS Publisher.
  - Update website using WordPress.

- Work well and collaboratively with program staff to determine needs for flyers and other marketing materials.
- Ensure confidentiality processes are followed to ensure safety for youth.
- **Event Coordination**
  - Lead Jackson Street's internally-planned fundraising, education, and community engagement events, including growing our Business Partners for Youth program to meet internally-set goals.
  - Lead planning of awareness-building components of National Runaway Prevention Month in November.
  - Actively support Annual Fundraising Event (working closely with Development Director & Fundraising Committee).
  - In alignment with development goals, plan a minimum of one Community Awareness event per year and one public Open House event per year.
- **Administrative Leadership and Support**
  - At least twice a week, pick up mail in Albany and Corvallis, as well as check sites for mail and delivery as needed. May be asked to help the Facilities Manager deliver supplies on regular routes.
  - Contribute to an efficient and welcoming office environment.

#### **Qualifications**

- Bachelor's degree or two years relevant experience required.
- Excellent writing and grammar and strong interpersonal skills.
- Strong understanding of marketing and design, plus experience making flyers and marketing materials with Canva, MS Publisher, Adobe Illustrator, or other design software.
- High level of computer literacy and a strong aptitude for mastering new computer applications are essential; experience with data-entry and databases (especially related to donors) preferred.
- Highly detail-oriented and organized, and able to handle multiple projects at once.
- Ability to develop and maintain community relationships while also meeting and sustaining organizational needs.
- Ability to be a positive and articulate spokesperson for ending youth homelessness and advocate of Jackson Street Youth Services.
- Ability to work successfully both independently and as a team member.
- Ability to drive and carry materials.
- Ability to pass a criminal history check.

**Pay & Benefits:** This position is full-time, exempt from overtime, and salaried, starting at \$38,293 per year. Benefits include paid time off and holiday pay; substantial employer contribution toward medical insurance; voluntary dental and vision plans; participation in the OregonSaves retirement plan, access to the Employee Assistance Program (EAP), and discounted personal wireless phone service for Verizon customers. Employees have access to extensive learning and development opportunities related to youth homelessness, along with job-specific opportunities to improve professional knowledge and skills.