



Communications and Volunteer Coordinator

The Durham Children's Initiative (DCI) is committed to improving outcomes for children, youth, and families living in Durham. Our long-term vision is to have all youth working with DCI successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and families extending from birth through high school. DCI partners with over 40 local organizations and community members who share our vision to provide these needed resources and supports to children, youth, and families.

DCI is seeking to fill the position of Communications and Volunteer Coordinator. This full-time, benefits-eligible position is responsible for coordinating key communications and volunteer functions for the Durham Children's Initiative. Reporting to the Vice President of Partnership, Evaluation, and Development, the Communications and Volunteer Coordinator will develop and execute communications, marketing, and branding projects, engage volunteers to support DCI's mission, and provide support to DCI's fundraising efforts.

The Communications and Volunteer Coordinator must have a passion for DCI's mission and thrive in a nonprofit environment with limited supervision and be flexible and adaptable to change.

RESPONSIBILITIES

The primary responsibilities of the Communications and Volunteer Coordinator content development for all forms of communications, social media presence, website management, attending and supporting special events, interview and story writing, volunteer management, and providing support to the DCI leadership team.

EXPECTATIONS

Social Media and Website

- Develop and execute a social media plan and calendar to increase traffic to social media and website
- Manage DCI's social media presence, including on Facebook, Instagram, and Twitter
- Regularly update website with new content
- Monitor and present relevant data, trends, successes, and best practices

Marketing Publications

- Manage or assist in composing and editing newsletters, appeals, invitations, annual report, takeaways, posters, tickets, and other collateral materials within budget and on time
- Develop storytelling framework that centers family/youth empowerment and equity
- Update DCI general and project/program one-pagers, media kits, and fact sheets
- Manage vendor bid process and quality service delivery including design, production, and mailing if needed

Internal Responsibilities

- Work with Vice President of Partnership, Evaluation, and Development to establish and publish timelines for communications projects and an editorial calendar
- Write, produce and edit marketing communications materials for internal departments as requested, including PowerPoint presentations
- Help create, maintain, and uphold style, logo and brand guidelines. Work with DCI team across departments to support quality and integrity of branding on all output, internal and external
- Maintain graphics, photograph files, and press clippings files

Volunteer Engagement

- Creating, implementing, and maintaining DCI's volunteer engagement strategy
- Engaging internal and external groups to plan and coordinate volunteer opportunities

MINIMUM QUALIFICATIONS

- A Bachelor's degree in Communications, Public or Media Relations, Mass Communications, Marketing, Journalism, or related field or related experience in digital media/storytelling
- Excellent technology, writing, and oral communication skills
- Experience using social media, including Facebook, Instagram, and Twitter, as a marketing tool
- Graphic design experience is a plus (Adobe Photoshop, Adobe InDesign, Microsoft Publisher, or comparable program)

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Benefits and Salary: The DCI Communications and Volunteer Coordinator is funded by DCI and will receive a comprehensive benefits package. Salary for this position is competitive and is commensurate with prior experience.

Anti-Discrimination Policy: DCI prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. DCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

Commitment to Child Safeguarding: DCI's selection process reflects our commitment to keeping all children safe from harm. To this end, all DCI staff members who may be in direct contact with children and youth will be trained on their duty to report as well as DCI's Child Safeguarding Policies. All potential applicants will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

Employee Acknowledgment: The job description is intended to provide an overview of the requirements of the position. It is not all-inclusive. DCI may require other functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.

How to Apply: Applications will be reviewed immediately. Applicants should send cover letter, resume, two writing samples, and three references by email to Collin Leary, collin.leary@dci-nc.org (please indicate Communications and Volunteer Coordinator application in the subject line)