



**Position:**

Community Engagement Officer

**Description:**

Coastal Kids Home Care, California's only nonprofit pediatric home health care agency, seeks a dynamic, creative individual to assist communications and development efforts. This position is an excellent opportunity to gain valuable experience in various aspects of marketing, communications, social media, event planning and fundraising while working for a small, dynamic, mission-driven children's healthcare nonprofit.

**Responsibilities Include:**

- Leads planning of two signature community events in partnership with Board of Directors and Development Director.
- Maintains Bloomerang donor database ensuring information is up-to-date and accessible to Development Team members.
- Contribute to updating and maintaining Coastal Kids' social media presence, including daily monitoring, posting, scheduling and reporting Facebook updates;
- Facilitates donor stewardship activities including maintenance of mail and email lists, mailing of prompt thank you notes and responding to donor requests for information.
- Assist in planning and managing e-blasts and e-newsletters;
- Draft and distribute press releases, media alerts and other communications with online, print, radio and television media;
- Prepare weekly reports and maintain regular contact with Development Director;
- Attend networking and training events with chambers, non-profit groups etc.
- Administrative support to Executive Director, Development Director and Board of Directors as needed.

**Qualifications:**

- Completed a college degree preferably in a related field (e.g., English, Marketing/Communications, Advertising or Public Relations.)
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Knowledge of website content management and graphic design a plus. Firm grasp of available tools and platforms in the social media space.
- Possess excellent written and oral communication and interpersonal skills.
- Ability to communicate in a professional manner with press and community contacts.
- Ability to work well independently, and within a team.
- Commitment to cultural sensitivity and respect for differences.
- Commitment to the continuous improvement of service quality and the organization's mission.
- Fluency in Spanish a plus.

**Start Date:**

- Anticipated start date ASAP. Position open until filled, requires one-year commitment.

**Hours:**

- 30+ hours a week.

**Compensation:**

- Based on experience.

**To Apply:** Please send cover letter, resume and writing sample to [CoastalKidsHomeCare@gmail.com](mailto:CoastalKidsHomeCare@gmail.com)