



JOB DESCRIPTION

JOB TITLE: Events and Communications Associate
DEPARTMENT: Administration and Operations
DATE: July 2022
REPORTS TO: Director of Communications and Outreach

POSITION OVERVIEW:

This position is responsible for the coordination and implementation of Foundation-hosted field trips and special events (ranging from hikes for small groups to receptions for 200+). This position will be responsible for the management of our social media platforms, monthly email newsletter, website, and other writing and communications tasks. Working collaboratively with other members of the team, this position supports the inner workings and operations of a sophisticated, fast-paced, mission-driven nonprofit fundraising organization and provides general administrative support within our office. This is a full-time, hourly, year-round, benefited position. Option for some work from home once fully trained and established in the position.

DUTIES & RESPONSIBILITIES:

- Coordinate and implement Foundation hosted field trips and special events (primarily during the summer and winter seasons)
- Document all event and attendee-related information in our database and track and document event related procedures
- Strategize and manage content creation to share on social media platforms, email, and website
- Write and publish monthly email newsletter
- Provide support for website updates and content creation
- Support various administrative tasks with oversight from other team members (i.e. update records in our database, manage files, support mailings, research prospective donors, etc.)
- Maintain high standards of database integrity, where donor confidentiality is imperative
- Assist with other administrative and fundraising duties as assigned

QUALIFICATIONS / SKILLS:

- Highly organized, accurate, detail oriented and personable
- Strong written and verbal communication skills
- Experience in event or travel planning, customer service, or logistics are a plus
- Experience working with WordPress, email marketing platforms, and social media publishing tools preferred but not required
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint) and comfortable working on a PC
- Donor confidentiality is imperative
- Past experience in a similar position
- Experience with The Raiser's Edge (or similar database management tool) preferred but not required

TO APPLY: Please submit a resume and cover letter to: employment@gtnpf.org

*Please include 'Events and Communications Associate position' in the subject line when applying.