

Nonprofit Marketing Jobs

January 13, 2011

1. **Administrative and Communications Coordinator**
2. **Communications Manager**
3. **MOUSE Intern**
4. **On Call Webmaster (part-time)**
5. **Volunteer Marketing Director**

1. **Administrative and Communications Coordinator** **Congregation Beth El** **Berkeley CA**

Congregation Beth El in Berkeley CA, a, dynamic and innovative Reform synagogue with 500 member households, is seeking an experienced and dedicated office professional to provide administrative, marketing and communications support, and welcome members and visitors to Beth El.

Duties and Responsibilities

Reception and Front Office

- Welcome members, guests and visitors to Beth El
- Answer phones in a friendly and helpful manner
- Provide information and/or make referrals to appropriate staff member or program
- Provide and co-ordinate technical support for all office equipment – phone system, copier, e-mail, computer, networks, etc.
- Order office supplies and manage inventory

Marketing and Communication

- Oversee the bi-monthly publication of The Builder – coordinate and collect articles, ads, announcements; lay out, design, publish and distribute
- Manage weekly e-mail to congregation (E-Update)
- Coordinate calendar and event information with E-Update and website
- Produce and distribute program and informational flyers
- Produce and display flyers for classes and events at Beth El
- Assist as needed in maintaining Beth El calendars of events (internal, web and elsewhere).
- Manage emails to community as directed
- Ensure and coordinate consistent branding and style guide across all Beth El publications – electronic and print
- Produce display ads
- Make sure Beth El information is accurate, and, current on community websites and publications

Member support

- Keep member records current and enter new records in synagogue database
- Manage registrations for events
- Produce reports from membership database in support of programs
- Assist Board & Membership Committee as needed
- Schedule new member tours
- Mail out New Member packets on a regular basis

Position Requirements

- Warm, friendly, polite and respectful manner
- Able to work effectively as part of a team to achieve collective goals

- Detail oriented and well organized
- Flexible, able to meet changing work needs and demands
- Ability to work independently, prioritize tasks, make appropriate decisions and meet deadlines
- Demonstrated knowledge of computer systems, office software, internet and graphic design
- Excellent communication skills, verbal and written
- Familiarity with Jewish community and practice desirable
- Punctual and dependable
- Sense of humor

Preferred Qualifications

- 3 year's work experience in community membership organization or other non-profit.
- College graduate BA or BS
- Experience in web design and print publication

This is a full-time, 40 hours per week, non-exempt position. We offer an array of benefits including medical and disability insurance. Compensation dependent on qualifications and experience. Interested candidates should provide a cover letter describing your interests and the reason you are the best candidate for this position, along with your resume. Please reply by email to resumes@bethelberkeley.org

2. Communications Manager Alliance of Californians for Community Empowerment (ACCE) Los Angeles or Bay Area, CA

About Us: [The Alliance of Californians for Community Empowerment \(ACCE\)](#) is a statewide community organization working with thousands of members in eleven counties creating transformative change by helping ordinary citizens to organize and take action. Some of ACCE's priority program areas include: defending vital services by reforming California's broken fiscal system, improving public schools so that all children have the opportunity to succeed, fighting big banks and corporations to reduce foreclosures; and improving access to health care.

The second half of 2011 was transformative for ACCE. Working with the [ReFund California](#) coalition and with the occupy movement, we organized a series of huge mobilizations that helped to [save the home of Rose Gudiel of Los Angeles](#), and moved a series of actions demanding that [Wall Street pays to ReFund Education](#), both of which generated state and national press coverage. This worked paved the way for the successful kick-off of the [Occupy Our Homes day of action in December.](#)

The Position: The Communications Manager will be a media pro that will help keep our work challenging Wall Street and the 1% at the top of the news cycle. This is a senior-level position that will work with the state organizing staff and New Media director to coordinate and implement messaging for ACCE's campaign work.

Responsibilities include, but are not limited to:

- Develop, coordinate and implement messaging on campaigns
- Media relations: develop press materials, communicate with reporters, maintain lists, build and maintain relationships with media
- Creating content in support of campaigns: op-eds, editorials, sample LTEs, etc
- Create materials in support of organization and campaign work. This includes flyers, reports, petitions, etc
- Develop and implement media relations trainings for grassroots leaders
- Assist in producing email and action alerts
- Help maintain organizational website

- Utilize new media tools to advance campaign work
- Work with organizing team to amplify local grassroots action and campaigns
- Assist with management of member database and contact lists
- Other job-related duties as assigned

Qualifications:

- 5+ years of experience in communications work
- Demonstrated experience with community or labor organizing, and/or electoral campaigns
- Excellent organization, verbal and written communication skills and attention to detail.
- Ability to effectively balancing multiple priorities in a busy, fast-paced environment.
- Able to manage your work independently
- Familiarity with progressive public policy issues
- Commitment to social justice
- Bachelor's degree or equivalent work experience given preference.
- Helpful to have basic knowledge of online communications technology such as constituent relationship management systems (specifically Salsa, Nationbuilder, Powerbase), social networks, websites, etc.

Compensation: Commensurate with experience. This is a non-exempt salaried position.

Standard work week: The standard ACCE work week is 40 hours plus 4 hours overtime. This job requires occasional additional overtime to meet special deadline projects, other staff absences, or emergencies.

Application: Email resume and reference to reply@calorganize.org

3. MOUSE Intern
MOUSE
New York, NY

MOUSE is currently looking for mature, professional, and enthusiastic interns. This is a great opportunity for students who are interested in learning about the non-profit sector and hoping to gain valuable work experience in an office environment. MOUSE works hard to provide our interns with a well-rounded experience and full exposure to the different components of the organization. If you have a desire to learn, positive attitude, and good sense of humor you will find your match at MOUSE! To learn more about us, check out our website www.mouse.org.

Qualifications

- Ability to work independently, take initiative and manage multiple tasks
- Strong organizational skills and an eye for detail
- Excellent communication skills, especially writing and editing
- Enthusiastic, positive, can-do attitude
- Passion for the non-profit sector and the work that MOUSE does

MOUSE is looking for interns who would like to focus in one or more of the following four different areas. Please be clear about which department(s) you are interested in working for and why. If you are interested in more than one area you do not need to send an additional resume or cover letter; however, you should explain why each position is particularly interesting to you.

1. Operations

- Assistance with vendor management and office financials
- Preparation of Board Materials, Press Kits and Partner handouts
- Assorted support on and exposure to Development, Communications and Program tasks

2. Development

- Support the Coordination of Special Events
- Conduct Funder Research and Outreach
- Assist with the City Council Process (Requests, Meetings, Partnership Development)

3. Communications

- Create new content to highlight exciting MOUSE news, stories and events for the MOUSE website, newsletter and other communications materials
- Enhance social media presence by adding posts, photos and videos to share with the MOUSE social media community (eg., Facebook, Twitter, YouTube)
- Explore new opportunities to increase the visibility of MOUSE
- Maintain and Manage the MOUSE Contact Database

4. Program

- Plan, participate and provide assistance for programmatic events, such as team trainings and fun tech and design workshops for students
- Support curriculum design and workshop development by helping to design handouts, brainstorm team-building and learning activities, and in developing workshop agendas
- Support the process of on-boarding schools including tracking and data management
- Play an active role in MOUSE Corps program such as facilitating meaningful reflection and project completion including working with students to help build their professional skills and online portfolios

MOUSE Corps Meetings take place every Tuesday from 4-6pm. Some meetings are held off-site in different professional environments such as corporate offices, tech start-ups, design firms, museums and other community institutions. Ideally program interns will be available to attend and provide direct support working with students during these meetings. Interested applicants should e-mail a cover letter and resume to info@mouse.org

4. Part-Time On-Call Webmaster (Approximately 10 hours/week) Public Education Center Washington, D.C.

Are you a WordPress ninja? Do you know what "important" means in CSS coding? Can you tackle a website problem with your eyes closed?

The Public Education Center is looking for a part-time on-call webmaster to help them manage their WordPress site and handle with care and ease any technological problems that come their way. The job can be done remotely, on a need to need basis, approximately 10 hours per week.

PEC is comprised of award-winning investigative journalists dedicated to uncovering previously overlooked national security and environmental stories and bringing them to the attention of national and international audiences. PEC staff is looking for someone reliable and knowledgeable of WordPress to fix any website errors at the drop of a hat.

DUTIES:

- Keep their flagship WordPress website, DC Bureau (<http://www.dcbureau.org>) running smoothly by installing core and plugin updates, troubleshooting technical issues, and performing other maintenance as necessary;
- Implement changes/upgrades/improvements to the site at staff's request;
- Propose and implement improvements in DCBureau.org's design and functionality;
- Provide occasional tech support for PEC staff in the use of WordPress and other related systems;
- Serve as main point of contact for technical issues related to the website and related systems.

QUALIFICATIONS:

- Experience managing websites, especially WordPress-based sites. Experience with other systems such as Joomla or Drupal is a plus;
- Excellent HTML/CSS/PHP coding skills;
- Strong image editing and basic web graphics design skills;
- Interest in journalism, national security, the environment and/or nonprofits;
- Strong work ethic, reliability, constant web access, and a positive attitude;
- Ability to work an average of 40 hours a month and to work occasionally on-site in Washington, D.C., when necessary;
- Video editing chops using Premiere or FCU are a plus, but not required.

HOW TO APPLY:

Please email your brief, informal cover letter and resume and/or LinkedIn profile directly to Julia Harbo: juliaharbo@gmail.com. Only candidates selected for interviews will be contacted. No phone calls, please.

5. Volunteer Marketing Director Volunteering For Oakland Oakland, CA

Volunteering For Oakland (VFO) is a non-profit community organization that promotes projects for Oakland. For example, we sponsor ongoing projects to support the Oakland public school system and to "green" Oakland homes. In the past, we have publicized our events through local press releases, newsletters, flyers, and tabling at farmer's markets. In the future, we would like to implement a coordinated marketing plan.

For more information visit <http://www.volunteeringforoakland.org>.

Description: The Volunteer Marketing Director is expected to create a marketing plan and

coordinate the work of others recruited into a VFO marketing team, in order to:

1. Utilize electronic marketing such as social media, blogs, website management, and e-mail communications;
2. Broaden media coverage including ListServes, press releases, flyers, interviews, and radio/TV exposure;
3. Frame our message to reach our target audiences;
4. Suggest activities VFO members can do to outreach to other likeminded neighborhood groups.

Commitment: Establish and help implement a VFO marketing plan. After marketing plans are created, the time spent is expected to average just a few hours per week. It is suggested that the Marketing Director attend at least some VFO meetings, which are held monthly on the second Wednesday from 7PM to 9PM in Oakland. Ideal candidates will have worked with non-profits, will have experience in marketing, and know Oakland.

Please send cover letter and resume to Contact@VolunteeringForOakland.org