



Job Description

Title: Communications and Outreach Coordinator
Reports to: Development Director
FLSA: Exempt
Employee Type: Full time – 40 hours a week
Salary: \$55,000 - \$70,000

SUMMARY

The Communications and Outreach Coordinator serves as a key leader at Sunflower Hill, with responsibility for:

- development and execution of a communications and outreach strategy, ensuring consistent brand and messaging across digital and print platforms.
- the creation of collateral materials and management of the website and social media accounts.
- overseeing and coordinating community outreach functions (displays, tabletops, etc.)

ESSENTIAL FUNCTIONS

The essential functions listed below are general examples and not a description of comprehensive duties. Specific duties and responsibilities may vary depending on program needs without changing nature or scope of this position or level of responsibility. May be asked to perform other duties as assigned.

- Oversee all organizational communications to ensure consistent brand and messaging related to print, press, and digital efforts.
- Work with Development and Programs Directors to strategically develop marketing and outreach plans related to events, programs, fundraising campaigns, and other organizational activities.
- Work closely with all departments to create collateral materials including but not limited to the annual report, flyers, invitations, programmatic materials, and brochures.
- Manage the website (WordPress) including content creation, updates and ongoing website development, ensuring integration with donor/program participant database (Salsa).
- Manage social media platforms and related content generation.
- Staff the Sunflower Hill Board of Directors Communications Committee and work with other communications volunteers.
- Oversee and coordinate community outreach functions including displays, tabletops, etc.
- Oversee content and image organization.

SCHEDULE

Full-time, 30-40 hours. Office hours are Monday – Friday, 8 a.m. – 5 p.m. but days/hours flexible – work as needed to accomplish tasks. Can work remote or hybrid. Weekends and /or events before or after regular business hours required as needed.

JOB QUALIFICATIONS

Candidates should have strong organizational, interpersonal, oral, and written communication skills. Must be a strategic thinker as well as detail-oriented, and be able to meet deadlines. A personable, flexible, and supportive approach with a strong work ethic is essential. Must be a self-starter and have the ability to multi-task and work independently. Intermediate or higher computer skills: MS Office, Word Press or similar website program, Facebook, Instagram, LinkedIn, YouTube experience expected. Salsa Labs or other donor database familiarity, Google Ads/Analytics, and graphic design experience a plus. Must be comfortable working with people with all abilities.

Education

- College bachelor's degree or equivalent experience required.

Licensure and Other Requirements

- Valid CA driver's license and automobile insurance
- Travel: Requires some travel within the Tri-Valley region
- Ability to pass background check

PHYSICAL REQUIREMENT/WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interact with computers and general office equipment.
- Heavy computer work: sitting and repetitive hand movements associated with keyboard and mouse use.
- Light standing, walking/ moving around an office environment.
- Ability to lift 10-20 pounds on an infrequent, but regular basis.
- Ability to work in a moderately noisy environment with frequent interruptions.
- Occasional visits to Sunflower Hill Garden – dusty, rocky and uneven dirt paths.
- Occasional visits to our Residential communities.
- This role can be performed remotely, in the office, or via hybrid model.

SALARY/BENEFITS

Salary range is \$55,000 - \$75,000 and is competitive for similar size nonprofits and commensurate with experience. Benefits include the option for medical/dental/vision coverage, as well as 401k and generous holiday/vacation/sick time. Hybrid work model in place with flexible schedule.

TO APPLY

Please send a cover letter and resume indicating your interest in the position to info@sunflowerhill.org.

Equal Opportunity Employer

Sunflower Hill strongly values diversity and is committed to equal opportunity and non-discrimination in all of its policies and practices, including the area of employment. Accordingly, Sunflower Hill does not discriminate against any person on the basis of race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply. Qualified applicants with criminal convictions will be considered after an individualized assessment of the conviction and the job requirements.
