



## JOB DESCRIPTION

**Job Title: Project Coordinator**

**Employment Status: Hourly – Non Exempt**

**Program/Department: Development / Marketing & Communications Departments**

**Supervisors: Marketing Manager and Communications Manager**

**Date Prepared/Updated: Aug. 31, 2021**

**Salary Range: \$40K – 50K (1 FTE)**

Email Cover letter and resume to [jdirectorknudsen@jfcs-portland.org](mailto:jdirectorknudsen@jfcs-portland.org)

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### **Organizational Background:**

Founded in 1947, Jewish Family & Child Service's purpose lives in its mission statement: To improve the quality of life and self-sufficiency of the Jewish and broader communities throughout the Portland metro area in accordance with Jewish values. JFCS cares for its community by directly serving its clients with current, emergent and anticipated needs via four program areas: Disability Support Services; Holocaust Survivor Services; Emergency Aid; and Counseling. It is an affiliate of the national Association of Jewish Family and Children's Agencies (AJFCA). It is a constituent agency of the Jewish Federation of Greater Portland.

### **Position Summary:**

JFCS' program coordinator is a dynamic position requiring top-drawer organizational skills to support the agency's Marketing, Communications and Development teams and their projects, be they ongoing or short-term, as well as JFCS' Volunteer program. The person in this exciting role is culturally competent and recognizes that JFCS benefits from its diverse clientele and donors and other supporters. JFCS is a growing non-profit and this job reflects the expanding agency's increasing needs to be ever-more public facing and available to greater Portland.

### **Development (50%):**

- Manage and maintain donor database and mailing lists; complete gift processing and acknowledgment; procure in-kind donations for special events; and create reports in DonorPerfect.
- Assist with all donor relations, donor communications and donor stewardship.
- Assist with logistics and planning of development and direct-mail campaigns.
- Maintain agency mailing lists through the platforms DonorPerfect and Constant Contact.

**Marketing & Communications (50%):**

- Take the lead on project and event coordination, including planning, support, budget management, communications and logistics for the Marketing and Communications departments.
- Assist with maintaining JFCS' digital presence: manage the social media calendar for Instagram and Facebook posts and JFCS' LinkedIn presence; perform social media analytics (SEO); and support website updates and dissemination of e-blasts.
- Develop (where needed) and maintain (where already extant) agency-wide events calendar and Microsoft Teams channels for staff and support logistical planning for team meetings and presentations.
- Provide support for the Volunteer program with project and event coordination, including planning, communications and logistics.

**Qualifications, skills and experience:**

- Bachelor's degree plus three years' direct relevant experience in a development and/or marketing position with a community based non-profit organization.
- High level of expertise with donor management software, preferably DonorPerfect.
- Experience with project management and event coordination.
- Excellent organizational and administrative skills. Attention to detail. Excellent time-management skills.
- Proficiency with Microsoft Office, expertise in Excel and experience with Adobe Creative Suite.
- Proficiency with communication software, including Constant Contact, WordPress, Canva, Google Suite and Hootsuite, and ability to learn new digital software as needed.
- Ability to work independently and in cooperation with others. Able to manage multiple projects simultaneously.
- Excellent verbal and written communication skills.

**Benefits (If eligible):**

- Health, vision and dental insurance
- Accrual of paid time off that can be used for vacation or sick time, and holiday pay
- With benefit eligibility (working at an average of at least 25 hours per week), you will be eligible for participation in the organization's 401k plan.