

Marketing and Events Coordinator - Part-Time

Jewish Family & Child Service | Portland, Oregon

Part-time, hourly | Approximately 20 hours/week

\$28-\$32/hour, depending on experience

JFCS is seeking a creative, organized, and mission-driven part-time **Marketing and Events Coordinator** to support the agency's communications, digital content, outreach materials, and event coordination.

Jewish Family & Child Service improves quality of life and promotes self-sufficiency for individuals and families across the Portland metro area. Guided by dignity, belonging, and compassionate support, JFCS helps people feel seen, supported, and connected. From counseling and senior services to emergency aid, food support, Holocaust Survivor Services, community engagement, and volunteer involvement, JFCS provides vital services that strengthen individuals, families, and the broader community.

Position Overview

The Marketing and Events Coordinator works under the direction of the Director of Communications & Engagement, who oversees JFCS's communications strategy, messaging, event planning, and public-facing materials. The Marketing and Events Coordinator provides hands-on support to help ensure communications and events are clear, warm, professional, visually consistent, and aligned with JFCS's mission and values.

The ideal candidate brings strong writing and digital communication skills, creativity, attention to detail, sound judgment, and the ability to support project timelines, event details, and community-facing materials.

This is an opportunity to do meaningful, creative work in a collaborative, mission-driven organization that makes a tangible difference in the community. The Marketing and Events Coordinator plays an important role in supporting communications, outreach, and events that advance JFCS's visibility and impact.

Essential Responsibilities

Marketing and Communications Support

- Support newsletters, flyers, email communications, website updates, and other outreach materials under the direction of the Director of Communications & Engagement.
- Assist with branded print and digital materials aligned with JFCS standards.
- Support the creation and posting of social media and website content highlighting JFCS programs, events, partnerships, volunteer opportunities, and impact.
- Help develop templates and visual assets for recurring communications.
- Help gather stories, photos, testimonials, and impact examples when appropriate.
- Coordinate with staff to ensure communications reflect JFCS values, client dignity, and confidentiality.
- Help maintain a communications calendar for social media, newsletters, events, and outreach.
- Proofread and format communications materials as needed.

Event Coordination Support

- Support planning and logistics for fundraising events, donor gatherings, community programs, volunteer activities, and agency events.
- Assist with event timelines, vendor coordination, guest lists, registration, materials, signage, check-in, and follow-up.
- Coordinate with staff and volunteers to clarify event roles and support smooth execution.
- Support preparation of event-related communications, including invitations, reminders, and thank-you messages.
- Assist with post-event follow-up, including attendance tracking, photos, impact summaries, and donor or participant communications.
- Help ensure events reflect JFCS's values of dignity, inclusion, connection, and care.

Community Outreach Support

- Support promotion of JFCS programs, events, and community activities through digital and print materials.
- Assist with outreach materials for community partners and target audiences.
- Support outreach to synagogues, schools, community groups, partner agencies, and civic organizations.
- Support JFCS's presence at community events, outreach tables, and partner activities as needed.

Tracking and Reporting

- Support tracking of event attendance, engagement, and follow-up as needed.
- Help collect information for board updates, donor communications, grant reports, newsletters, and social media.
- Maintain organized records of event materials, communications assets, photos, and outreach lists.
- Support basic reporting on communications and event activities.

Qualifications

Required

- Strong writing, editing, and communication skills.
- Experience creating social media content, including graphics and visual posts.
- Strong organizational skills and attention to detail.
- Ability to support timelines, logistics, and follow-up.
- Comfort working with staff, volunteers, donors, community partners, and the public.
- Ability to maintain confidentiality and use good judgment.
- Commitment to respectful, trauma-informed, and culturally responsive communication.
- Proficiency with Canva or similar design tools.
- Basic computer skills, including Microsoft Office, Google Workspace, and related platforms.
- Ability to work occasional evenings or weekends for events.
- Ability to travel locally for events and outreach activities.

Preferred

- Experience with nonprofit communications, marketing, events, development, or community outreach.
- Familiarity with Adobe Creative Suite, such as InDesign, Illustrator, or Photoshop.
- Experience with email marketing platforms, donor databases, spreadsheets, or website platforms.
- Knowledge of the Portland nonprofit or Jewish communal landscape.
- Experience supporting fundraising or community events.

Core Competencies

- Strong written communication
- Attention to detail and follow-through
- Creativity and visual design sensibility
- Event coordination and organization
- Comfort with public-facing work and competing priorities
- Commitment to dignity, inclusion, and community care

Work Environment and Schedule

This part-time position is based in Portland, Oregon, with work primarily performed in the JFCS office and a hybrid schedule possible upon approval. The role offers flexibility within a collaborative, mission-focused environment and includes occasional evening and weekend availability for events and community outreach, as well as some local travel.

To Apply

Please submit a resume and brief cover letter to HR@jfcs-portland.org with the subject line **Marketing and Events Coordinator Application**.

Equal Opportunity Statement

JFCS is an Equal Opportunity Employer and is committed to building a diverse, inclusive, and respectful workplace. We welcome applicants of all backgrounds and identities and are committed to creating an environment rooted in dignity, equity, compassion, and belonging.