



# SAMARITAN HOUSE



## NOW HIRING

## Marketing & Communications Coordinator

\$31.25 per Hour Full Time with Full Benefits

### Duties

- Execute an integrated strategic marketing, communications and public relations plan to strengthen programmatic impact and support Samaritan House's mission and goals, in collaboration with the Marketing and Communications Manager.
- Write and produce a wide variety of publications and collateral materials.
- Gather content for use across all channels and platforms.
- Write and post content to social media channels including Facebook, Twitter, Instagram, YouTube and LinkedIn.
- Respond to comments and messages on Samaritan House social media channels and redirect inquires as appropriate.
- Identify and write stories that demonstrate Samaritan House's impact on our community
- Create and update content for organization website.
- Ensure all content meets branding and style requirements.
- Manage central repository for agency photos, releases, and print materials.
- Coordinate volunteers' work when needed.

### Qualifications

- Bachelor's degree in Communications, Marketing, Journalism or Public Relations, or equivalent experience in lieu of education.
- Minimum one-year communications and/or marketing experience. Non-profit experience preferred.
- Superior communication skills including excellent verbal and written communication skills.
- Fully proficient in creating successful social media posts for YouTube, Twitter, Facebook, LinkedIn, Instagram, and other social media channels.
- Excellent software proficiency: Microsoft Office Suite; Canva, Animoto or similar, with the ability to create photography and video projects quickly. Basic knowledge of Adobe Photoshop and Premiere a plus.
- Excellent interpersonal and relationship-building skills.
- Strong attention to detail, organizational skills, and the ability to successfully prioritize and be flexible in a fast-paced environment.
- Must be able to travel between agency sites or other locations as assigned. Valid California driver's license, dependable transportation with insurance, and a clean driving record.
- Bilingual Spanish or Chinese a plus.

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE: Director of Human Resources 4031 Pacific Blvd, San Mateo, CA 94403

E-mail: [hr@samaritanhousesanmateo.org](mailto:hr@samaritanhousesanmateo.org) Via facsimile: (650) 294-4336 Full Copy of Job Description available on website:

<https://samaritanhousesanmateo.org/about-us/careers/>