



# POSITION DESCRIPTION

Position title:	<b>Marketing and Communications Coordinator</b>
Candidate:	TBD
Department:	Development & Communications
Supervisor:	Marketing & Communications Manager
FLSA:	Full-time/Non-Exempt/Hourly
Salary:	\$65,000 annual paid bi-weekly hourly
Effective date:	TBD

## OUR IMPACT

For over 45 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

## OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

## YOUR IMPACT

Under the supervision of the Marketing and Communications Manager, the Communications Coordinator will help increase the visibility of Samaritan House and its programs by supporting the execution of marketing/communications strategies and creating compelling content that narrates Samaritan House's impact. This role requires a flexible schedule that can accommodate evening/weekend events (approximately 7-10 per year) and any urgent, off-hours communication needs.

## JOB REQUIREMENTS

Preferred and required qualifications:

### Education

- Bachelor's degree in Communications, Marketing, Journalism or Public Relations, or equivalent experience in lieu of education.

### Experience

- Minimum one-year communications and/or marketing experience.
- Non-profit experience preferred.

### Knowledge, Skills, and Abilities:

- 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.

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- 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. Must be able to work effectively and collaboratively across departments and with volunteers. High level of integrity, strong work ethic, and excellent customer service skills. Ability to work independently and collaboratively as needed.
- 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

### WORK ENVIRONMENT/MINIMUM PHYSICAL ACTIVITIES

Candidate must have the physical, visual, and auditory ability to perform the essential functions of the job and to respond to emergencies with or without reasonable accommodations. Reference checks and background checks will be performed prior to commencement of employment. Candidate must be able to work in a cubicle environment with occasional-to-regular interruptions. Activities may include but are not limited to: repetitive hand/arm motion (computer work), extended periods of standing and/or sitting at a computer workstation, occasional travel, occasional bending, pulling, pushing, reaching, lifting, and carrying up to 20 pounds. This position will require the usage of a mobile devices or other assigned equipment, which will be provided.

Samaritan House requires all candidates to be fully vaccinated (including any mandated boosters) as a condition of employment and to receive a job offer. During the pandemic some positions will work remote, hybrid or onsite- This position is will be hybrid remote. While on site all employees regardless of vaccination status are required to wear masks and social distance and abide by the Agency's Covid Protection Policies. This position could require occasional weekend and holiday shifts.

**BENEFITS INCLUDE:** Health, Dental, Vision, Life/LTD, EAP, 403(B) Retirement Match, 22 Days first year PTO, 9 Paid Holidays, Pet Insurance, AFLAC.

### ESSENTIAL FUNCTIONS OF THE POSITION

#### Marketing and Communications

- 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.

**Other Department, Agency and Administrative Duties include but are not limited to:**

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- Manage central repository for agency photos, releases, and print materials.
- Coordinate volunteers' work when needed.
- Support, assist and attend general Development & Communications department and agency events, activities and functions as needed.
- Assist with the maintenance of a safe work environment including following all covid protocols.
- Report any incidents within 24 hours or immediately and complete any necessary incident reports. Report any covid policy violations.
- Work occasional evenings, early mornings, weekends and holidays depending on programmatic needs and events.
- Support Marketing and Communications Manager and Department Head as needed and assigned.
- Attend any assigned trainings or meetings internal or external- represent Samaritan House positively and professionally at all times.
- Perform other duties as directed.

### HOW TO APPLY

Interested candidates will be required to submit a cover letter and resume. Samaritan House is an equal opportunity employer.

Samaritan House  
 Director of Human Resources  
 4031 Pacific Blvd.  
 San Mateo, CA 94403  
[jobs@samaritanhousesanmateo.org](mailto:jobs@samaritanhousesanmateo.org)

No phone calls, please! Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for a screening interview.

### ACKNOWLEDGMENT

Please sign below in acknowledgment that you have received and understand the description of your job as (job name here).

_____	_____	_____	_____
Employee signature	Date	Supervisor signature	Date

\_\_\_\_\_  
 VP of Human Resources signature    Date

Signed copy provided to employee