



BYS Development and Communications Coordinator

Reports to: BYS Development and Communications Director

Hours: 10-12 hours per week

Compensation: \$23.00 per hour

Benefits: sick leave

Position Summary:

Bainbridge Youth Services (BYS) seeks a dynamic, community-minded professional committed to the mental health of local youth and their families.

The BYS Development and Communications Coordinator will support the development and communication team in the organization's fundraising, external communications, and marketing initiatives.

The BYS Development and Communications Coordinator will report to and work closely with the Development and Communication Director to accomplish the goals set forth by the Executive Director and Board of Directors. The ideal candidate will be an excellent communicator with strong management and organizational skills.

Development Duties and Responsibilities:

- Assist with outreach and fundraising events
- Manage donor database, including processing of gifts, donor outreach, and generating reports
- Attend development meetings or webinars as required
- Analyze giving trends, identify opportunities and challenges, and develop a plan to meet goals

Communications Duties and Responsibilities:

- Assist in managing communication channels, including website, social media platforms, email newsletters, and press releases
- Lead the coordination of guests and host the AskBYS podcast
- Coordinate branding materials and attend events
- Liaise with media and community partners on event marketing
- Assist in tracking and analyzing, communication engagement metrics, and other relevant data



Qualifications:

- A deep commitment to the BYS mission to support the mental health of local youth and families
- Bachelor's degree in communications, nonprofit management, business, or a related field
- Excellent interpersonal, verbal, and written communication skills
- Database and spreadsheet proficiency
- Working knowledge of Bloomerang Donor Management System, Wordpress, and Canva is a plus
- Familiarity with social media platforms and social media marketing
- The ability to work independently and also in a team environment

To apply by May 7th: Please send a cover letter and resume to hr@bainbridgeyouthservices.org

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.