



**BOYS & GIRLS CLUB
OF PAWTUCKET**

Position Posting

TITLE: Development & Marketing Coordinator

DEPARTMENT: Administration

REPORTS TO: Director of Development & Community Relations

Exempt Non-Exempt

Full-time Part-time

POSITION SUMMARY:

The Development & Marketing Coordinator is part of a busy Development Office which is responsible for raising philanthropic support, PR, marketing, website content, special events, and member & donor communications, as well as alumni outreach. This position will focus on the marketing aspects of the Development Office. They will also be responsible for the coordination of volunteers and all aspects of our facility rentals. Must be a dedicated, responsible, detail oriented individual with excellent organizational skills and should be able to work both independently and as part of a team. Experience with good time management so as to manage multiple priorities and directly support team members.

The Development & Marketing Coordinator handles the Club's social media presence including regular posts on: Facebook, Twitter and Instagram and regular updates to the Club's website. They write the monthly Club eNews and a quarterly print newsletter as well as all Club press releases and media advisories. The Development & Marketing Coordinator is responsible for promoting, booking, staffing and coordinating rentals of all Boys & Girls Club of Pawtucket properties, inclusive of the Alfred Elson, Jr. Clubhouse and campus, and Camp Ramsbottom. They will also oversee Volunteer Services and ensure a positive environment that promotes and enhances Club services by developing and supporting volunteer opportunities that directly and indirectly serve our youth members ages 6-18.

QUALIFICATIONS:

Bachelor's degree required. Two or more years of relevant experience required (non-profit experience strongly preferred).

Knowledge of Microsoft office products and general computer skills required. The ideal candidate will have a demonstrated experience with writing for publication/distribution and professional use of social media. The ideal candidate may have a background in sales or marketing, and will have excellent customer service, organizational, and communication skills, be a team player, have the ability to work independently, and the flexibility to work some nights and weekends.

TO APPLY:

Submit cover letter, resume and salary requirements by March 17, 2017 to:

Ms. Corey Chan
Director of Development & Community Relations
cchan@bgcpawt.org