

Artemis Center

Job Title: Development Associate & Volunteer Coordinator (non-exempt)

Full Time with Benefits

Reports to: Development Director

Responsibility Areas:

Event Coordination, Public & Media Relations, Website & Social Media Management, Marketing, Volunteer Coordination

Minimum Requirements:

Bachelor's degree in Communications, Marketing, or related field. 5+ years of experience in a similar position may be substituted for a degree. Familiarity with website management is strongly preferred.

Professional Standards

All services are provided in a manner consistent with agency philosophy, which empowers clients, avoids judgment and victim-blaming, and is coordinated with other community systems. All performance, with respect to clients and colleagues - both within and outside of the agency - is conducted in a manner which affirms the value of diversity and which is respectful of others in regard to gender, class, race, ethnicity, ability, religion/spirituality, and sexual orientation. All employees participate in the establishment of individualized annual goals and objectives. All employees must exercise the ability to work with individuals of different backgrounds and act as a role- model in using non-violent behavior in resolving conflict, as well as possess flexibility, mature judgment and competency in emergency situations.

Position Core Competencies

1. Event/project coordination
2. Website management
3. Marketing and media relations
4. Organization and time management
5. Strong written and oral communication
6. Networking/relationship building in local community
7. Strong accuracy and attention to detail

Events Coordination

- Coordinates the Artemis Breakfast, and other events, including assisting the Development Director in management of committee planning process and securing corporate/media sponsorships
- In collaboration with Clinical staff, coordinates holiday program and back-to-school program
- Helps coordinate third-party events

Volunteer Coordination

- Monitors volunteer performance in terms of quantity and quality of service

- Coordinates new volunteer orientation and training
- Provides support, coaching, feedback, redirection, and positive reinforcement to supervisees
- Provides volunteers with feedback, evaluation, and recognition
- Market, interview and coordinate training and placement of all agency volunteers with help from Clinical Director with clinical related volunteers
- Coordinate and staff event planning committees

Public & Media Relations

- Coordinates all media relations, including social media, and distributes press releases and PSAs
- Manages distribution of Artemis materials in designated areas (when administrative assistant is out)
- Manages and promotes training and other special programs for the community
- Coordinates speaking engagements
- Promotes Artemis Center through presentations or displays at community events
- Sends timely correspondence to thank donors and volunteers
- Works with Development Director to coordinate agency representation at some evening and weekend events. Must be available to represent the agency, on occasions, at such events

Marketing

- Maintains Website (Familiarity with Word Press preferred)
- Prepares and sends regular email blasts
- Maintains Artemis Center's presence on Facebook and other social media sites
- Coordinates printing and graphic needs
- Assists in the production of newsletters, annual reports and direct mail campaigns

General Agency Duties

- Follow agency procedures to post schedules, and arrives for work as scheduled.
- Record all appointments and meetings in agency scheduling system
- Participate in team and staff meetings
- Participate in training and development opportunities provided by the agency.
- Participate in training of staff/volunteers/interns, as appropriate.
- Promote positive image of Artemis, its mission, and its services; work to build positive relationships with community agencies, funders, courts and organizations
- Engage in ethical communication.
- Work cooperatively with volunteers, interns, colleagues, and supervisors.
- Maintain information in office in orderly fashion that is accessible to colleagues.
- Know personal limitations and communicate them with supervisor before they interfere with performance.
- Manage schedule to balance workload and effectively use time during less active periods
- Accurately document mileage on monthly transportation log.
- Maintain access to reliable transportation, maintains insurance on vehicle used for duties.
- Maintain confidentiality of clients, donors and personnel.
- Perform other duties as assigned.

**Interested applicants: send resume and/or questions to
Kelly Sexton at kellys@artemiscenter.org**