

## Position Summary



# Marketing and Communications Associate-Freelance

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<b>Position reports directly to:</b>	Director of Development & Communications
<b>Positions reporting directly to this position:</b>	Interns
<b>Primary locations:</b>	Outreach Office
<b>Schedule:</b>	Schedule as assigned (20-25 hrs. /weekly)
<b>Pay rate range:</b>	\$18-\$22/hr.

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### Recommended Qualifications and Skills:

Experience in marketing, public relations, communications, graphic design or related field required. Possess basic understanding of nonprofit organizations and structure. Strong written and verbal communication abilities, well-developed organizational skills, excellent time management, and flexible availability. Capacity to effectively multi-task, independently problem-solve, and self-motivate. Must be able to work with diverse community groups as a representative of Peaceful Paths and possess excellent customer service skills. Competency in computer usage, particularly experience with Canva, Wix, Mailchimp, Photoshop, CRM programs, spreadsheets, and social media platforms preferred. Experience in multi-media production a plus. Commitment to feminist principles, trauma-informed care and empowerment-based service models. \*Please note that this is an office-based position during regular business hours M-F.

### Physical Requirements:

Ability to:

- Move about the Outreach and Residential properties; as well as community sites for events and meetings
- Move about and instruct individuals and groups supporting event planning and execution
- Drive agency vehicles as assigned
- Participate in light to moderate lifting, in addition to moving and organizing items/supplies
- Sit at a desk or workstation for up to 6 hours
- Operate (including basic troubleshooting) computers, printers and other agency technology

### Principal Job Duties:

1. Implement agency communication and marketing efforts for fundraising events, awareness, and branding.
2. Maintain website and social media sites.
3. Develop and revise marketing materials.
4. Train interns and volunteers to support Development Director.
5. Support and attend all fundraising events under the Development Director.
6. Participate in donor stewardship and cultivation as requested.
7. Manage Newsletter Communications in collaboration with Development Director.

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### **Secondary Job Duties**

1. Attend staff meetings and trainings as designated
2. Assist with community trainings and events as requested
3. Provide support throughout the agency as requested
4. Represent agency as needed at community events

### **Agency Requirements**

All Employees of Peaceful Paths are expected to demonstrate a commitment to:

- upholding the Employee Guiding Principles for the Workplace
- promoting diversity, equity, inclusion and belonging
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality

**Interested Applicants should send a resume and cover letter to Stephanie Freas, Director of Development at [stephanief@peacefulpaths.org](mailto:stephanief@peacefulpaths.org).**