



<b>POSITION TITLE:</b>	Development and Communications Assistant	<b>REPORTS TO:</b>	Development & Communications Manager
<b>EMPLOYMENT TYPE:</b>	Regular, Full-Time	<b>SALARY RANGE:</b>	\$52,000-\$56,000
<b>SCHEDULE:</b>	M-F, 40 hrs/week	<b>PRIORITY CONSIDERATION BY:</b>	11/29/2024

**JOB SUMMARY:**

Tacoma Community House is a highly regarded, community-driven service center dedicated to supporting immigrants, refugees, and individuals from the South Sound community in their quest for personal growth and empowerment. Established in 1910, we have been instrumental in equipping community members with the necessary skills to adapt to a new culture and achieve remarkable personal and professional accomplishments. Through our comprehensive programs and services, we inspire and enable individuals to forge their own paths to success and fulfillment.

The Development and Communication Assistant will support our organization’s efforts in fundraising, donor relations, marketing, outreach, events, and communications. This position offers dynamic and hands-on experience, ideal for individuals eager to gain practical skills in the non-profit sector.

***We strongly encourage individuals with personal, shared, or lived experience as an immigrant, refugee, or formerly homeless young adult to apply for these positions. We recognize the value of diverse perspectives and believe that firsthand knowledge of the challenges faced by our participants will greatly contribute to the success of our organization.***

**KEY RESPONSIBILITIES:**

- Produce innovative ideas for social media campaigns/posts, newsletters, e-blasts, blogs, etc. and how to reach/engage audiences
- Provide administrative support for various fundraising and donor relations tasks
- Event coordination which may include researching venues, recruiting vendors, managing attendees, soliciting sponsorships, etc.
- Manage internal and external communications
- Communicate with donors on behalf of TCH
- Provide writing and editing support for materials
- Collaborate in creating materials needed, letters, electronic presentations, informational packets, etc.
- Embrace other duties as assigned, demonstrating flexibility and a willingness to contribute to the equitable advancement of the agency

## **REQUIREMENTS:**

- High school diploma or GED certificate required; bachelor's degree preferred
- At least one year of relevant professional experience
- Commitment to inclusivity and equity, as a goal and an approach
- A high level of creativity and innovation
- Demonstrated ability to establish rapport with diverse groups of people
- Ability to work independently in a team environment
- Ability to work well under pressure
- Detail oriented with a high level of accuracy
- Demonstrated knowledge in graphic design, video, and photography skills
- Knowledge of effective social media strategies
- Experience in website design and/or maintenance
- Experience with visual brand identity development
- Experience working in a culturally diverse workplace
- Excellent oral and written communication skills
- Highly proficient computer skills, including with Microsoft Suite and Adobe Creative Suite, and Canva.

## **PREFERRED QUALIFICATIONS:**

- Bilingual or multilingual
- Experience using Salesforce or similar CRM
- Ability to physically be able to lift and carry objects (up to 20 lbs).

## **ADDITIONAL REQUIREMENTS**

- Must be available for in-person work
- Must be available for occasional weekend and after-hours work
- Willingness to submit a background check and openly discuss

## **APPLICATION PROCESS**

Please e-mail a cover letter that specifically addresses how your background makes you the best fit for this position, your resume, and three (3) references to [Jobs@TacomaCommunityHouse.org](mailto:Jobs@TacomaCommunityHouse.org)

## **We Are a Welcoming Workplace**

Inclusion and empowerment are an integral part of who we are – our history, our culture, our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

## **We are an Equal Opportunity Employer**

Tacoma Community House is one of the longest-serving nonprofits in Tacoma. In our relationships with staff, our participants, and our community, Tacoma Community House does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.