



## Position Description

# Community Engagement Publications Coordinator

## Part-time Temporary Position

### Position Summary:

The Community Engagement Publications Coordinator will handle publications and communications such as the monthly E-Letter, quarterly newsletter, social media posts, auction program and power point presentation, thank you letters, and team support in the coordination of all outreach methods used to raise awareness of Liberty House and its mission. This professional will also work to ensure that all donors, contributors, supporters, and partners feel cherished, acknowledged, thanked, and celebrated. This position will be supervised by the Community Engagement Manager and is responsible for working successfully with the team, the Chief Executive Officer, and the Board of Directors to promote relationship building and successful fundraising.

**Classification:** .5 FTE – Non-Exempt. Temporary. Hourly. Part-time.

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### The Organization:

Liberty House provides a range of services for children and their families referred for concerns of abuse, neglect, trauma, or grief. In the clinic, core services include a medical check-up, forensic interview and family support. Services are provided in consultation with other professionals such as law enforcement and child protective services (See Oregon Revised Statutes 418.747 – multidisciplinary teams; ORS 418.782 – child abuse medical assessment). Liberty House provides follow up mental health services for children and their caregivers through our Hope and Wellness Services. With a budget of over \$3 million, we serve more than 1,000 children and family members each year. We also provide prevention training and education for community organizations. Our experienced staff members work closely with many other professionals to ensure that children and their families receive the help they need in a coordinated, sensitive way. Liberty House serves children and families in Marion and Polk counties.

***Liberty House is a nonprofit corporation organized under IRS Code 501(c)(3). Employment with Liberty House may make the employee eligible for eventual forgiveness of student loans issued under The William D. Ford Federal Direct Loan Program.***

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## **Basic Functions and Responsibilities of the Position:**

### ***Communications and Donor Relations (100%):***

- Coordinate all types of communication and messaging about Liberty House including but not limited to: weekly email updates, monthly E-Letters, quarterly newsletters, appeal letters, and thank you letters.
- Assist in creating any publications in support of the Holiday Soiree.
- Prepare all publications for the Chefs for Liberty House Dinner and Auction including: marketing materials, program, PowerPoint Sponsorship loop, and Program PowerPoint.
- Enter data and run reports utilizing donor software.
- Coordinate and write donation receipt letters.
- Working with the Community Engagement Team Manager, create posts appropriate for social media, including Facebook and LinkedIn.
- Other Duties as assigned.

### ***Other Requirements***

- Have legible and attractive handwriting/penmanship.
- Be able to maintain the highest of expectations regarding customer service interactions.
- Be able to work under short deadlines and high-pressure situations.
- Be prepared to handle other duties as assigned.

## **Basic Functions and Responsibilities as a Liberty House Team Member:**

- Pass a criminal background, a sex offender registration, and a child abuse registry check.
- Maintain required confidentiality in compliance with Liberty House policies, HIPAA, and the state of Oregon multidisciplinary child abuse assessment team statutory requirements.
- Attend Liberty House staff meetings, Community Engagement Team meetings, and events as needed.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct.
- Conduct the business of Liberty House to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

## **Qualifications:**

### ***Required Education and Experience:***

- Bachelor's degree in journalism, communications, marketing, psychology, human resources management, or a related field.
- Two years or more experience in community engagement.
- Another acceptable combination of education and experience.

### ***Other Qualifications:***

- Advanced skills in Adobe InDesign.
- Advanced skills in Microsoft Office 2013 programs, including PowerPoint.
- Skills in Adobe Photoshop

- Valid Oregon driver's license and acceptable driving record, proof of automobile insurance; and personal reliable transportation.
- Proficiency in telephone, written, and verbal communication.
- Proficiency with social media platforms and use.
- Public speaking experience.

**Helpful Skills and Areas of Knowledge:**

- Knowledge of Fundraiser or other donor management software.
- Experience working in settings with families who have concerns of child abuse.
- Knowledge of child abuse dynamics.
- Ability and willingness to work collaboratively as a team member.
- Ability and willingness to establish and maintain positive working relationships.

**Hours, Compensation, and Benefits:**

- Temporary, part-time, hourly position at 20 hours per week, Monday-Friday. Schedule to be determined.
- Compensation: dependent upon education and experience.

*Nothing in this job description restricts Liberty House's right to assign or reassign duties and responsibilities to this job at any time.*

**To Apply:**

This is a recruitment to establish a pool of qualified candidates and will remain open until the position is filled.

Interested applicants may download the job application form from the Liberty House website at [www.libertyhousecenter.org](http://www.libertyhousecenter.org) or may request a Liberty House Job Application form from:

**Kameron Wolfer**  
**Executive Assistant**  
**Liberty House**  
**2685 4<sup>th</sup> St. N.E.**  
**Salem, OR 97301**  
**Fax: 503-540-0293**  
**Email: [kwolfer@libertyhousecenter.org](mailto:kwolfer@libertyhousecenter.org)**

Interested applicants should submit the completed application, a resume, cover letter and two letters of recommendation to Kameron Wolfer, Executive Assistant, at the above address. **Email submissions are preferred.**

A criminal background check, DHS Child Welfare Registry check and sex offender registry check are all required for employment at Liberty House and will be completed for finalists.

The start date for the position will be determined by the Director of Operations and the Chief Executive Officer in consultation with the successful candidate.

Liberty House is an Equal Opportunity Employer.

If you have questions, please call Kameron Wolfer at (503) 540-0288 or email at [kwolfer@libertyhousecenter.org](mailto:kwolfer@libertyhousecenter.org)