



Liberty House Job Announcement
Marketing & Publications Coordinator
On-Site/In Person
Full-time – 40 hours
Temporary (expected through November 2024)
Starting at \$22.29/hr.

About Liberty House

Liberty House is a child advocacy center; a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. Our successes lead to vital positive social change, and we are looking for a highly organized, energetic, self-motivated, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Position Summary:

The Marketing and Publications Coordinator will work with the team on marketing and publications projects which include Monthly and triannual newsletters, website updates, and maintenance and 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 Director and Deputy CEO. This position is responsible for working successfully with the team, the Chief Executive Officer, and the Board of Directors to promote relationship building and successful fundraising.

Basic Functions and Responsibilities of the Position:

Marketing

- Work with Community Engagement Manager to create all material for current and new program communications, for outreach programs and within the organization.
- Coordinate all materials for current and new programs within the organization.
- Maintain and update website as directed by Community Engagement Manager.
- Create and coordinate all documents in support of events including promotional materials, sponsorship packages, and case statements

Publications

- Coordinate all types of communication and messaging about Liberty House including but not limited to: triannual newsletters, monthly sustaining donor electronic newsletters and brochures, event documents and donor appreciation communications.
- Act as staff photographer with a focus on thanking donations, and staff directory and candid pictures.
- Support events with PowerPoint presentations, programs, and signage as needed.
- Support social media in collaboration with Community Engagement Team.
- Act as liaison between graphic and production vendors when necessary.
- Other Duties as assigned

Other Requirements

- Have legible and attractive handwriting/penmanship.
- Excellent Customer Service Skills
- 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 child abuse registry check.
- Maintain required confidentiality in compliance with Liberty House policies, HIPAA, and State of Oregon multidisciplinary child abuse assessment team statutory requirements.
- Attend Liberty House staff meetings, Community Engagement Team meetings, staff annual retreat, 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 business, business management, psychology, human resources management, marketing or a related field.
- 2 years or more experience in community engagement, or
- Another acceptable combination of education and experience.

Other Qualifications:

- Valid 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.
- Advanced skills in Microsoft Office 2013 programs.

Helpful Skills and Areas of Knowledge:

- Advanced skills in Adobe InDesign.
- 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.

To Apply:

Please email a **cover letter, Liberty House Application and resume** to: HR@libertyhousecenter.org

Attention: Kaute Mendoza, Assistant CAO

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.