

Public Relations Coordinator Job Ad

Hospitality House began as a shared vision in 2005 when concerned Nevada County citizens came together to help individuals struggling with homelessness. After operating as a nomadic shelter for eight years, Hospitality House opened its doors as an emergency shelter, Utah's Place, in 2013. It became the first and only permanent homeless shelter in Nevada County and remains the only general use emergency shelter today. Hospitality House plays a critical role in the community, offering emergency shelter, street outreach, food, clothing, job training, customized case management, mental health counseling, enrichment classes, transportation, recuperative care, pet-care, housing assistance, and homelessness prevention services.

Creative writers encouraged to apply! The Public Relations Coordinator is a writing extraordinaire—someone gifted at writing and creating a variety of copy. While writing-related activities is the primary focus, the Public Relations Coordinator assists in other meaningful areas to build support for Hospitality House, including marketing, event planning, donor stewardship, database and website management, and volunteerism.

POSITION SUMMARY

The Public Relations Coordinator assists the Development Department in raising awareness and financial support for Hospitality House, building relationships inside and outside of the organization that inspire others action. This position is a communications enthusiast. Tell the story and share the mission of Hospitality House to enhance fundraising endeavors and donor development and build community engagement through individual donor meetings, special events, solicitation campaigns and public speaking events. This position manages key development and relationship building initiatives including shelter tours, stewardship programs, volunteerism, and grants management activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creative Writing, Marketing and Communications
- Public Relations Outreach
- Grants Management
- Donor Engagement
- Professional writing experience.
- Exceptional people skills with excellent written and oral communication skills.
- Experience speaking to large groups and comfortable in the public eye.
- Experience producing materials for social media and websites.
- Available to work some evenings and weekends as needed.
- Ability to work under pressure with poise, grace and diplomacy.
- Have a reliable vehicle for transportation; maintain a safe driving record throughout employment.
- Must have the energy and passion to help us achieve our vision and mission to serve the homeless residents of Nevada County with dignity and respect.
- Experience in professional video editing, such as Abode Premiere Pro, is a plus but not required.

- Familiarity with Nevada County a plus.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.A.) in journalism, English, or a related field from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

ATTENDANCE

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of directors.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of: Database Software (preferably Blackbaud e-Tapestry); Internet Software; Spreadsheet Software (Excel); Design Software; WordPress; Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint); Video Editing (Premiere Pro); Photoshop; and Publisher software.

CERTIFICATES, LICENSES, REGISTRATIONS

Current vehicle insurance and a valid CA state driver's license. Have a reliable vehicle for transportation; maintain a safe driving record throughout employment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to high with high levels of distraction.