



**Bellevue LifeSpring**  
**Communications Outreach Coordinator**  
\$25.00-\$27.00/hour DOE

Bellevue LifeSpring's mission is to foster stability and self-sufficiency for Bellevue's children and their families through programs that provide food, clothing, education, and emergency assistance. We are seeking a compassionate, organized, and team-oriented individual who is dedicated to making a difference in the lives of children in need. If you have a passion for serving others and want to contribute to our mission of providing essential support to Bellevue children and families, you'll fit right in here.

## **Summary**

Bellevue LifeSpring seeks a Communications Outreach Coordinator to work closely with our Marketing and Communications Manager to drive and enhance our communication strategies. In this rewarding and diverse role, your primary responsibility is to create client-centered content that effectively communicates information on our programs and services to families eligible for our support and community partners.

We have a motivated and fun team. You will never be bored! As one of the members of a close-knit team, each day will present new challenges, and your input will be valued and appreciated.

## **Duties & Responsibilities**

### **Client-Centered Communication and Content Marketing**

- Assist in building a system that transitions our social media and general messaging from primarily donor-focused to donor *and* client-focused.
- Collaborate on producing and implementing comprehensive communication plans to reach diverse segments of the Bellevue community effectively.
- Assist the Human Services team with communication to families and the Bellevue School District.
- Assist with creating a new client-centered newsletter initiative.
- Create article content for Greet West Bellevue magazine.
- Monitor trends, track performance metrics, and adjust communication strategies accordingly.

### **Social Media Coordination**

- Oversee social media platforms to build an active and engaged online community.
- Oversee and organize social media content calendar
- Collaborate on creating content for social media geared toward helping families access and stay up-to-date on our programs and services.
- Grow our Bellevue School District student and family following on our social media accounts.
- Assist with the scheduling and promotion of posts.
- Monitor comments and messages.
- Assistance with tracking engagement metrics and pulling reports.

### **Administrative and Logistical Assistance**

- Assist with administrative duties, such as scheduling meetings, taking meeting minutes, and organizing communication materials.

- Assist in person with taking photos and capturing stories of volunteer and community events.
- Work with the Events and Volunteer team to coordinate the gathering and printing of applicable marketing materials.

### **Preferred Skills & Qualifications**

- Bachelor's degree in a related field or equivalent experience
- A minimum of 1 – 3 years of experience working in the marketing, communications, and nonprofit sector.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Proficiency in social media marketing.
- Excellent written and verbal communication skills, with an ability to tailor messages to diverse audiences.
- Knowledge of Microsoft Office products.
- Experience with email marketing tools like Mailchimp and design tools like the Adobe Suite is a plus.
- Strong attention to detail.
- Creative thinking and problem-solving abilities.
- Ability to work independently and as part of a team.
- Ability to arrive at meetings and events at various Bellevue locations on time and prepared to work.
- Occasional evening weekday hours may be required for events.
- Work on a few Saturdays is required for special events.
- Have a strong value for continuous improvement.
- Must be approachable with an ability to foster connection and warmth with community members of diverse backgrounds

### **What We Offer**

- Remote-friendly work environment with 2-4 in-person meetings a month and occasional in-person logistical obligations.
- Full-time, hourly position with eligibility for overtime during events
- \$25.00-\$27.00/hour DOE
- Health, dental, and vision benefits at no cost
- 10 paid holidays, 19 days of accrued PTO/sick leave

### **About Us**

Bellevue LifeSpring provides support for children living in poverty in Bellevue with food, clothing, educational scholarships, and emergency assistance. We are managed by a 15-member Board of Directors and supported by hundreds of energetic and committed volunteers. You will be one of six members of the Development and Communications team and will report to the Marketing and Communications Manager.

Bellevue LifeSpring is committed to a diverse and inclusive workplace. Bellevue LifeSpring is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. For individuals with disabilities who would like to request a reasonable accommodation, please email [Info@BellevueLifeSpring.org](mailto:Info@BellevueLifeSpring.org).

**Sound interesting? To apply to join our team, submit a cover letter and resume to [Rachael@BellevueLifeSpring.org](mailto:Rachael@BellevueLifeSpring.org). A cover letter is required to be considered for this position.**

**Please include the position title in the subject line. Applications are accepted until August 18, 2023, or until the position is filled.**