



Marketing & Content Coordinator (Contract, Part-Time Position, 20 hours/week)

Contract start date: Monday, April 13, 2026

Contract end date: Monday, August 31, 2026

Location: Hybrid - Remote/with occasional onsite engagement needed in Bellevue, WA

Compensation: \$30.00/hr

Position Overview

Do you want to make a meaningful difference and join a high-performing team of dedicated professionals who work effectively together, have fun, and share the joy of truly making the world a better place?

Bellevue LifeSpring is seeking a contract marketing and content professional who is results-driven, team-oriented, and comfortable coordinating multiple priorities in a deadline-driven environment.

This role will drive storytelling, deliver information effectively, and support organization-wide communications efforts. This role is ideal for a strong writer who can translate complex social issues into clear, compelling, and accessible content for multiple audiences, including families, donors, partners, and the broader community.

Purpose

This is a contract role that is covering for a team member while they are on maternity leave. You will be one of four members of Bellevue LifeSpring's Content and Connections team.

Major Responsibilities

- Write and produce a monthly family newsletter, using Mailchimp, that is clean, welcoming, and accessible.
- Write one monthly publication for a local magazine highlighting a community partnership, Bellevue LifeSpring's impact, or a thought leader.
- Write and design occasional informational flyers, both digital and print, using Adobe InDesign or Canva.

- Make copy updates as needed to our website, using WordPress.
- Assist with creating weekly social media content.

Additional Responsibilities

- Attend occasional in-person community events in Bellevue.
- Conduct occasional virtual or in-person interviews with partners and community members.
- Ensure messaging is aligned with organizational voice and values.
- Adapt tone appropriately for diverse audiences.

Qualifications

- 2 to 3+ years of experience in communications, marketing, journalism, nonprofit storytelling, or related fields.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office suite.
- Experience with email marketing platforms like Mailchimp.
- Ability to write engaging, concise copy for social media across platforms.
- Experience writing for multiple and/or diverse audiences (families, community members, donors, etc.).
- Comfortable working independently with minimal supervision.
- Strong attention to detail.
- High level of organizational skills and ability to prioritize and manage multiple projects simultaneously.
- Ability and desire to work as part of a team; identify with and support the mission of Bellevue LifeSpring.

Preferred Qualifications (Not required)

- Bilingual proficiency, particularly in Spanish.
- Experience creating reels and short-form videos.
- Experience with WordPress.
- Experience in nonprofit communications or social impact organizations.
- Graphic design skills (Adobe Creative Suite, Canva).

--

Reports to: Marketing and Communications Manager

To apply: Please submit your resume, a brief cover letter, and 2–3 writing samples to rachael@bellevuelifespring.org. Samples might include newsletters, community-facing

content, donor communications, social copy, or published articles. **Applications without a cover letter or writing samples will not be considered.**

--

About Bellevue LifeSpring

Bellevue LifeSpring aims to break the cycle of poverty for children and students in our community and provide them with the resources they need to reach stability. We envision a Bellevue where the basic needs of all children are met so they can focus in the classroom, succeed in their education, and thrive. We are managed by a 15-member Board of Directors and supported by hundreds of energetic and committed volunteers.

Bellevue LifeSpring is committed to fostering a culture of equity, inclusion, and belonging. 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.