



Alliance of Community Assistance Ministries, Inc.
Marketing, Communications and Event Coordinator – Part-Time
Job Description

THE ORGANIZATION

Alliance of Community Assistance Ministries, Inc. (ACAM) is a 501 (c) 3 public charity and management support organization with a mission to advance high-impact collaboration, service excellence and organizational development among community assistance ministries. ACAM's services include: capacity building, organizational assessment, consulting across all levels of organizational development, executive mentoring, and advocacy and outreach. ACAM also provides networking, training and collaborative opportunities with other organizations to its members. Members are faith-based nonprofits, namely community assistance ministries, which provide basic needs to individuals and families such as food, clothing, rent and utility assistance. ACAM's members serve as the social safety net for those in need in the Greater Houston area. Traditionally, most ministries have put all of their resources on the front lines and have invested little in their own infrastructure. ACAM is working to change that by developing a high-performing network of social purpose ministries, funders and community partners who, through synergistic alliances, affect change for those in need. ACAM's annual operating budget is approximately \$1.6M. ACAM is comprised of three full-time staff including the CEO, the Director of Operations and Evaluation and the Director of Fund and Program Development, as well as the unfilled part-time Marketing, Communications and Event Coordinator position, which will be an integral part of completing the ACAM team. This position is mission-critical for ACAM's future success.

THE POSITION

Under the direction of the Director of Operations and Evaluation (DOE), the Marketing, Communications and Event Coordinator assists in the marketing, communication and logistics of various ACAM activities with minimal supervision. This position is expected to work independently and may be asked to perform other duties as needed. Specific duties include:

Marketing/ Social Media/Website

- Iterate ACAM successes through creative and compelling marketing content for funding proposals, and written and electronic marketing/communications materials. Translate ACAM data into marketable information for use by ACAM and its members. Coordinate the development of data-centric marketing pieces including charts, tables and graphics.
- Assist in the implementation of ACAM's attraction visibility efforts to identify key audiences and promote corporate sponsorship. Identify, cultivate and close event, program and meeting sponsorships. Communicate various ACAM activities, advocacy targets and events to local stakeholders via the website, written materials and e-blasts.
- Review, recommend and strategically update ACAM social media, web and mass email communications. Maintain content on the ACAM website (including the ACAM Member Tool Box) and ACAM content on GuideStar, Idealist.org, UnitedWay.org, Facebook, and Twitter. Seek new digital partnerships and opportunities that will expand the reach of ACAM's digital presence and credibility.

Meetings/Events/Communication

- Coordinate the logistics and execution of ACAM's monthly, quarterly, and annual events and meetings, including, but not limited to, the annual luncheon, planning retreats, training &

networking events, etc. This position will be ACAM's point of contact for caterers, venues, print and design companies, and equipment providers as needed for various ACAM meetings, following ACAM's procurement procedures.

- Work with ACAM staff in the development, design and editing of the Annual Report and other print and electronic publications, including PowerPoint presentations, event registration forms, event posters, brochures and project/program reports.
- Maintain Training & Networking Calendar. Track meeting and event activity (registrations, attendance, event evaluations, surveys, etc.).
- Act as point person for all initial communication with ACAM. Facilitate communication regarding member collaborative initiative opportunities, events, workshops, meetings and special projects as needed. Ensure all membership, donor, training & networking, and advocacy & outreach documents are retained in accordance with ACAM's Document Retention Policy.

CANDIDATE SPECIFICATIONS

The ideal candidate will have:

- An undergraduate degree.
- Proficiency in Microsoft Office 2010: Outlook, Word, Excel, PowerPoint and Publisher (2007). InDesign experience a plus; a minimum of three (3) years of experience with Microsoft Office applications preferred.
- Proficient writing capabilities, editing high-level marketing materials, communications, website content and updating social media such as Facebook, Twitter, blogs, etc.
- Must be a self-starter with the ability to balance task-oriented and relationship-oriented activities with the highest standard of personal, professional and technical integrity.
- A high level of personal creativity. The ability to use creativity, reasoning and available resources to develop impactful messaging and resolve issues with events, communications and projects.
- Must be organized, efficient and effectively implement projects and meet target deadlines; strong ability to adapt to change, multi-task and be a team player.
- Strong, cross-culturally sensitive interpersonal and communication skills with people at all socio-economic levels; orally and in writing, presentations, and publications.

WORK EXPERIENCE

- Minimum of three to five years of experience with nonprofit organizations with marketing, communications and event responsibilities. Experience with faith-based organizations is a plus.
- Demonstrated ability to effectively manage multiple projects, events, and programs.
- Experience with website content maintenance, social media and publishing software.

PHYSICAL REQUIREMENTS

Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

COMPENSATION

\$17.00 per hour; 18-20 hours per week; Flex-time available with supervisor approval.

NOTICES

This position is NON-EXEMPT under FLSA regulations. ACAM is an Equal Opportunity Employer. The Board of Directors and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status in making decisions regarding staff members or students. Candidates must successfully pass a pre-employment criminal background check.

Please send cover letter and résumé via email to: Jessica Byerly, DOE, ACAM at Jessica@acamweb.org.