



Are you an effective communicator looking to make a real difference in your community? EmployAbility is looking for a talented, self-motivated, and enthusiastic writer to join our team in a key role, responsible for crafting engaging and inspiring communications that speak to a variety of audiences.

Ours is a fast-paced and multi-faceted work environment, focused on providing employment and community integration opportunities for adults with developmental disabilities. If you thrive in an environment where you can make a real impact, are comfortable managing multiple projects at once, and have exceptional writing, editing, and proof-reading skills, we are looking for you!

JOB SUMMARY

This position works in conjunction with Organizational Advancement team members and is responsible for the creation of strong, persuasive, and compelling content to promote the organization within the community. Writes the majority of external and internal communications with oversight by the Director for Org Advancement. Collaborates on outreach and development efforts, including tours and events. Responsible for coordination of community outreach and engagement efforts and managing the overall recruitment, training, and placement of volunteers within appropriate roles at EmployAbility.

ESSENTIAL JOB DUTIES

Communications:

- Collaborate with the Director for Organizational Advancement and the Design & Communications Coordinator for the development of the editorial calendar and overall communications strategy.
- Develop and create content, for both external and internal mediums, i.e. newsletters, website blog posts, eblasts, volunteer position descriptions, donor correspondence, etc.
- Assist the Director for Organizational Advancement with researching and provide writing support for grant proposals, reviews, and reports, persuasively communicating the organization's mission and programs to existing and potential funders.
- Provide writing support for all development efforts, including fundraising appeals, events, reports, etc.
- Coordinate with Design & Communications Coordinator to create and maintain a list of media contacts. Assist with nurturing relationships with local media contacts. Assist with writing and distributing press releases.
- Coordinate with staff members from other departments for content creation.
- Serve as creative point person on select assignments, which may include leading brainstorming sessions with stakeholders, pitching concepts, organizing planning sessions, and working collaboratively on strategy and goals.
- Prepare and submit all designated records and reports on a timely basis.
- Comply with all agency policies and conduct all activities with high professional standards and ethics.
- Complete special projects, serve on teams, and complete all other duties as may be assigned.

Community Outreach & Volunteer Management:

- Develop and implement an integrated and strategic outreach plan to broaden awareness of the work of EmployAbility and strengthen the brand identity of EmployAbility in the community.

- Identify, initiate, and deepen relationships with various community stakeholders; attend community meetings on behalf of the organization to hear community concerns, provide information about EmployAbility programs, community engagement opportunities, and to advocate for volunteer participation and support. Make internal stakeholders aware of external opportunities.
- Schedule, implement, and periodically suggest new community-based programs, partnerships, and other engagement initiatives.
- Coordinate with EmployAbility staff to identify and develop volunteer opportunities; refer available volunteers for appropriate placement.
- Develop, coordinate, and facilitate volunteer orientation and trainings; recruit, train, and schedule volunteers.
- Maintain a database of volunteer information and involvement; provide analysis and reports regarding engagement as requested by Executive Director and/or Director for Organizational Advancement.
- Assist and coordinate engagement, volunteer, and donor events throughout the year.

COMPETENCIES

1. Knowledge of: Proficiency in a variety of styles of writing: professional correspondence, promotional, grant writing, outreach/engagement, etc. Planning, designing, and implementing variety of engagement and public relations materials in both written and electronic formats. Expertise in public speaking and preparing and delivering presentations.
2. Skill at: Organizing and preparing print and electronic outreach and public relations materials, strong verbal and written communication skills, Microsoft Office computer applications, and ability to connect with others from all walks of life and forge strong relationships, ability to multi-task with excellent organizational skills.

MINIMUM QUALIFICATIONS

1. Education: Bachelor's degree in Marketing, Communications, Social Services, Education or closely related field.
2. Experience: 5+ years of experience in a professional writing or communications role. 2-5 years experience working with volunteers and/or community engagement/advocacy preferred.

JOB REQUIREMENTS

1. Working Conditions: Primarily professional office environment
2. Equipment Operation: Microsoft Office computer applications, Mail Chimp, Adobe, and WordPress.
3. Physical Requirements: Occasional bending and light lifting in moving office supplies etc. Frequent extended use of computer.

SUPERVISION OF OTHER POSITIONS

1. None

SALARY/BENEFITS

\$35,000 - \$40,000.00 commensurate with education, qualifications, and work experience. Benefits include paid holidays, vacation and sick leave, and a comprehensive benefits package.

APPLICATION DEADLINE

Position considered open until filled. Background investigation and finger printing will be required. This job description is a temporary guide, subject to change at the discretion of management. The incumbent may be required to perform any other related duties as required by the supervisor. If you are employed after hours with a job other than EmployAbility, please contact Human Resources to complete the required form.