



Organization:	Project Homeless Connect Washington County
Position:	Development and Communications Coordinator
Status:	Full Time Employee
Reports To:	Director of Development & Relationships
Compensation:	\$27 - \$30/hr
Benefits:	80 hours PTO, 40 hours Paid Sick Time, 10 Paid Holidays, Simple IRA with 3% match, Medical, Dental, Vision (Employee Only), Bi-lingual incentive, gym membership reimbursement.
Location:	363 SE 6 <sup>th</sup> Avenue Hillsboro, OR
Position Closes:	Open Until Filled

**Project Homeless Connect Washington County (PHC/PHCWC)** is a nonprofit organization dedicated to empowering those experiencing homelessness by meeting them where they are and walking with them on their unique journeys toward stability and self-reliance. Our multi-pronged approach, built on trusting relationships, includes collaborative one-day resource events, a street outreach team, an access center, peer mentors, shelter services, and housing resources with case management. Utilizing trauma-informed care, a DEI lens, and best practices, we are working to end homelessness and transform the lives of those we serve. Our vision is to ensure that all people in Washington County have a stable place to call home by working together with partner agencies and government bodies to provide a high-quality, integrated system of services.

**Why Work With Us?** PHC is driven by a strong set of values: Passion, Humanity, Connection, Wellness, and Collaboration. We are committed to transforming lives and fostering an inclusive, compassionate, and supportive environment for both our staff and those we serve. Our staff is passionate about making a meaningful impact, and we strive to create a workplace where every team member's contributions are valued. We actively promote equity and inclusion, ensuring that our programs and staff culture are accessible and equitable for all, regardless of race, ethnicity, faith, culture, language, disability, gender, gender identity, sexual orientation, or family status. At PHC, you will be part of a dedicated team working to create lasting, positive change in the lives of those we serve.

**Position Overview:** The Community Engagement & Communications Coordinator plays a vital role in advancing Project Homeless Connect’s mission by coordinating development activities, strengthening community partnerships, and ensuring the smooth execution of marketing projects and communications. This position oversees in-kind donation acquisition and tracking, volunteer recruitment and engagement, and donor database management, while also supporting PHC’s One Day Events. The role is responsible for creating compelling social media, newsletters, press releases, and event materials that inspire community support. With a blend of relationship-building, organizational, and creative skills, the Community Engagement & Communications Coordinator serves as a connector between donors, volunteers, service providers, and the broader community—ensuring resources and stories are shared to maximize PHC’s impact.

### **Primary Responsibilities:**

#### Communications & Marketing

- Social Media & Newsletters
  - Create and schedule 2–3 social media posts per week using our “Educate, Inspire, Ask” model.
  - Develop and send 2–3 newsletters per month.
  - Maintain and grow the email list for community outreach.
- Press Releases
  - Write and distribute press releases for major events and announcements.
  - Maintain an updated database of media contacts.
- Design & Signage
  - Create signage and flyers for major events, temporary programs, and fundraising activities.
  - Design sponsor recognition posters and banners.
- Website
  - Keep the website updated and aligned with communications goals.
  - Post new job postings on careers page.
- Video
  - Create short videos to highlight PHC’s mission, programs, and impact.
  - Support the creation of a mini podcast.
- Impact Reports and Snapshots
  - Assist in compiling PHC’s annual impact report.
  - Produce an “Impact Snapshot” after each One Day Event to share with stakeholders.
- Responsible for general public inquiries (via website, email, and phone calls)

#### Volunteer Coordination

- Respond to volunteer inquiries and engage them in PHC’s mission.
- Support outreach efforts to acquire new volunteers.
- Conduct volunteer orientations and assign volunteers to appropriate programs.

- Ensure virtual training and tools are accessible to all volunteers.
- Maintain a monthly volunteer schedule.
- Nurture volunteer relationships and provide consistent follow up to ensure volunteer satisfaction.
- Track and report volunteer hours and interactions.

#### In-Kind Donations

- Identify and secure new sources of in-kind donations (clothing, hygiene products, food, and other needed items).
- Maintain and grow relationships with current and prospective in-kind donors.
- Track and record all in-kind donations in Bloomerang, ensuring accuracy and fair market value estimates.
- Provide receipts for donations and send thank-you notes.
- Coordinate donation logistics, including pick-ups and drop-offs.

#### Data Management

- Keep donor and grant records up to date in CRM.
- Support data-related activities for a capital campaign.
- Provide quarterly reports to the Director of Development & Relationships.

#### One Day Event Support

- Actively pursue monetary sponsorships to support one day event costs.
- Be a member of Project Homeless Connect's One Day Event Committee, supporting service provider relationships, meal coordination, and overall event logistics, with an emphasis on volunteer coordination.
- Support service provider, volunteer, and guest satisfaction and engagement.

#### Fundraising Event Support

- Support the Director of Development & Relationships with planning and logistics for fundraising events.
- Assist with coordinating vendors, sponsors, volunteers, and promotional materials.
- Provide on-site event support to ensure smooth execution and a positive experience for attendees.

#### Minimum Qualifications:

- **Education/Experience:** Bachelor's degree in nonprofit management, communications, marketing, or a related field *OR* at least 2 years of relevant professional experience in development, communications, event planning, or volunteer coordination.
- **Organizational Skills:** Proven ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- **Communication Skills:** Strong written and verbal communication skills, including experience writing for public audiences (social media, newsletters, press releases, etc.).

- **Technology Skills:** Proficiency in Microsoft Office/Google Workspace; ability to quickly learn and use donor management systems (e.g., Bloomerang) and design tools (e.g., Canva).
- **Relationship-Building:** Demonstrated ability to work effectively with diverse populations, community partners, donors, and volunteers.
- **Work Style:** Self-motivated, adaptable, and able to work independently while thriving in a team-oriented environment

**Experience Preferred:**

- **Nonprofit Development:** Experience with donor cultivation, tracking in-kind and monetary donations, and creating donor acknowledgments.
- **Event Planning:** Hands-on experience organizing large-scale community events, including vendor/service provider coordination.
- **Volunteer Management:** Experience recruiting, training, and retaining volunteers.
- **Communications:** Background in social media management, email marketing, and/or website content updates.
- **Design & Media:** Experience creating flyers, signage, and short videos for events or campaigns. Video editing is strongly preferred.
- **Data Management:** Experience maintaining accurate records in CRM/donor databases and generating reports.
- **Human Services:** Experience working with organizations that serve vulnerable populations, especially those experiencing homelessness.

**To Apply: Please send the following:**

- A chronological resume without a personal photo
- A cover letter that states your background, skills, and abilities to align with this position

Thank you for exploring an opportunity to be employed with us!

*PHC values diversity in its workforce and is an equal opportunity employer. BIPOC candidates are encouraged to apply.*