

Communications Coordinator

Oregon Human Development Corporation (OHDC) is seeking a Communications Coordinator and Marketing Specialist for our Gresham office. The Communications Coordinator will be responsible for creating compelling outreach and marketing materials that bring in clients for assistance as well as narrating our successes as an organization. This includes crafting and maintaining a social media presence, writing copy for advertisements, creating flyers and brochures and other outreach materials, managing the OHDC.org website, creating regular communications for both internal and external stakeholders, overseeing external vendor relationships such as radio and television stations, and coordinating public service announcements, writing up profile pieces and success stories for media and handle inquiries from the media and other duties as assigned.

This will be a new position at OHDC with an opportunity to help define a high visibility role.

Oregon Human Development Corporation is a 501(c)(3) nonprofit human service organization that has been providing services for farmworkers and disadvantaged individuals throughout Oregon continuously since 1979. Helping to advance a mission with a variety of grants spread across three program areas with a decentralized service delivery system.

This is not a remote position, but over time as the position is mastered it may be possible to work in a hybrid fashion.

We are looking for someone who:

Has an ability to craft compelling materials that tell the OHDC story

Is self-motivated and a self-starter

Has strong computer skills and a willingness to master appropriate programs as needed

Required Qualifications:

Some experience managing an entities social media presence to include Facebook (META), Instagram, LinkedIn etc.

Bachelor's degree

Fluently bilingual in English and Spanish, and preferably a native Spanish speaker

Strong organizational and time management skills

Creative and able to find solutions to problems

Preferred Qualifications:

Degree in Marketing

Experience in direct human services

Marketing experience

Strong skills with the Microsoft Office Suite, Photoshop or image editing software, Canva, MailChimp, Weebly (or other website managing software)

Experience putting together and editing copy

Salary:

\$24-\$27 per hour

OHDC has a very generous benefits package, including 32 days off in the first year, 20 days of PTO and 12 paid holidays, a 6% 403b dollar for dollar match after 1 year of service, an HFSA, and OHDC covers 90% of the premium for employees health, dental and vision coverage.

Reporting:

This position reports directly to the Deputy Director, but also has responsibilities which pertain to the entire organization and may undertake projects at the behest of senior management, and program directors.

To apply, email resume and cover letter to: jobs@ohdc.org