

# Events & Communications Coordinator

### Position Description

The Events & Communications Coordinator is responsible for the project management of the agency's Fundraising Events, Awareness Campaigns and graphics, design and content development for communications efforts. The Events & Communications Coordinator is a 1.0 FTE support staff to the Development Director to meet all Development objectives within DVSAS. This position requires specific knowledge in events planning and project management, graphic design, content development, Donor Databases, CRM systems, and overall fundraising experience and knowledge.

### Responsibilities

The duties of this position include and are not limited to the following:

#### **Fundraising Efforts:**

- Planning and execution of agency events including Project Management for all Events, Awareness Campaigns, and other fundraising objectives. This includes recruiting and training volunteers.
- Consistent and community-centered messaging.
- Engaging donors and sponsors for events.
- Coordination of non-agency events that benefit DVSAS.

#### **Communications:**

- Design collateral that has consistent branding, design and content tailored to the messaging of Domestic Violence and Sexual Assault service agencies.
- Designing materials and content tailored to meet the objectives of each goal within the communications plan.
- Managing and maintaining the agency's social media schedule and alignment of overall content to the mission and identified goals of the organization.



**Domestic Violence and  
Sexual Assault Services**  
*ending violence, transforming lives*

1407 Commercial St.  
Bellingham, WA 98225  
[www.dvsas.org](http://www.dvsas.org)

24 hour helpline: 360.715.1563  
toll-free: 877.715.1563  
*accepts 711 and other relay calls  
Se habla español.*

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## Responsibilities Continued

### ***Additional Responsibilities as Assigned***

- Adhere to agency policies and practices including confidentiality, mandatory reporting, and ethical standards.
- Maintain professional relationships with community service providers and up-to date information on community resources.
- Complete other duties that relate to the mission of DVSAAS and the goals of this position as needed.
- This job description is intended to outline areas of focus and responsibility for the Event & Communications Coordinator. It is not a complete list of tasks that are included in the position. The Event & Communications Coordinator is encouraged to use their experience and creativity to effectively implement the goals of the position. Weekly meetings are held with the Development Director for oversight and direction.

## Qualifications & Requirements

- BA or BS Degree in a relevant discipline and 5 years of relevant experience (*equivalencies will be considered*)
- Experience coordinating successful fundraising and awareness events;
- Working Knowledge and experience in publicity, communications, graphic design and advertisement;
- Fully proficient in Microsoft Office, Adobe Creative Suite and other graphics arts software.
- Fully proficient in Donor Database and CRM systems.
- Ability to work within deadlines and problem-solve.
- Ability to develop and maintain positive working relationship with donors,volunteers and the community.



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### Qualifications & Requirements Continued

- Ability to communicate in an effective manner that is welcoming to a wide variety of audiences.
- Competence in basic office management, record keeping, and computer skills.
- Initiative to learn and enhance skills that promote equity and an understanding of oppression and its impact on domestic and sexual violence.
- Willingness to provide and seek feedback from team members.
- Ability to work independently and responsibly, as well as work as part of a team.
- A valid drivers license, insurance, and a clean driving record.
- Commitment to respecting individual differences and serving diverse populations.
- Excellent verbal and written communication skills.
- Passion for ending gender-based violence.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

### Preferred Qualifications

- Individuals with additional language fluency in Russian, Spanish, sign language, or other locally relevant languages are preferred and will receive a 5% salary range premium after a successful probationary period.
- Experience working with advocacy and survivor based non-profit organizations.
- Portfolio of work including awareness campaigns, digital and graphic media, and content creation.



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### DVSAS Mission

The mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

### Pay Range

This is a non-exempt position that pays \$36,720—\$43,200 per year. Starting salary reflects the beginning two-thirds of the pay range.

### Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

### How to Apply

Submit a resume, cover letter, and application (found at [DVSAS.org](http://DVSAS.org)) to [development@dvsas.org](mailto:development@dvsas.org).



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