



## JOB DESCRIPTION

Position Title	Program/Department	Reports to
Communications Specialist	Marketing	Executive Director
Employment Status	FLSA Status	Effective Date
■ Part-Time (15-20 hrs per week)	Non-Exempt	April 2025

### POSITION SUMMARY

Good Samaritan is committed to ending poverty and homelessness, in partnership with our community, by leading the way in providing affordable housing solutions and supportive services.

As the Communications Specialist you will work closely with the leadership team, to share the great story of the incredible work being done to change lives and invite more people to join the mission through their financial support. This role is a key part of the mission of Good Samaritan and will help our work to move people from crisis to thriving.

The ideal candidate will be detail oriented, collaborative, a strong communicator, and be driven to communicate the mission and purpose of Good Samaritan. If you hope to be unleashed to enhance your strategic problem-solving skills, hone your organizational strengths, grow as a communications professional, and find a space where your abilities to speak with compassion and integrity result in meaningful community impact, we look forward to hearing from you.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- With leadership team input, create and implement a comprehensive annual communications plan that supports the strategic priorities of the organization and is in concert with the advancement strategy.
- Coordinate external awareness building through social and print media.
- In concert with the Advancement Director, develop monthly emails, quarterly print newsletters, the annual report, organization brochures, and other event material.
- Complete a variety of communications pieces and projects on an as needed basis – may include presentations, visuals, and case documents.
- Maintain updated information on the website.
- Write and distribute press releases as needed.

- Develop and maintain a system to collect pictures and stories from staff to create a bank of success stories that can be used in communications materials.
- Coordinate logistics for the production of printed materials including scheduling, printing, mailing, and design services with vendors.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Demonstrate a passion for the organization's mission and ability to promote mission to donors and supporters.
- 1+ years of experience in communications
- Must be detail oriented with excellent organizational skills.
- Excellent written and oral communication skills.
- Proven ability to plan and follow through.
- Computer proficiency in Microsoft Office applications.
- Ability to work with deadlines and multiple projects.
- Ability to work as a team as well as lead projects.

**PREFERRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Experience with graphic design and communications.
- Bachelor's degree in related field.
- Experience in nonprofits.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The Communications Specialist works in a professional office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.