



Survivors of Torture, International (SURVIVORS)
Job Posting
Part-time Community Relations Associate

Reports to: Community Relations Manager
Effective Date: November 2018

Location: San Diego, CA
FLSA Status: Part-time (.5 FTE) Non-exempt

General Purpose of the Job: Supports all aspects of individual donor giving program as well as communications, marketing and public relations for SURVIVORS.

Essential Duties and Responsibilities: (The examples of functions are not necessarily exhaustive. Management may assign other related functions.)

Individual Donor Giving:

- Assist with cultivating and maintaining relationships with current and potential donors
- Utilize Benevon model to assist with annual fundraising luncheon, special events and major donor cultivation planning
- Assist with coordination of tours to prospective donors and community members
- Maintain donor database, donor reports and donor correspondence
- Apply sensitivity to confidential nature of personal and financial information of clients, donors and volunteers

Communications and Public Relations:

- Write, graphic design and edit e-newsletters, blogs, presentation materials and other agency publications
- Support website and e-newsletter database maintenance
- Develop social media strategy and manage campaigns (Facebook, Twitter, YouTube)
- Participate in outreach at community events
- Assist with bulk mailings for newsletters, annual reports and special promotions

Minimum Qualifications:

- Associate degree required; Bachelor's degree preferred
- Experience in marketing and communications desirable
- Experience with Microsoft Office Suite, WordPress, Illustrator and InDesign desirable
- Graphic design skills desirable
- Experience with database management desirable
- Excellent interpersonal and verbal communication skills; demonstrated ability to communicate effectively with individuals at all levels
- Excellent writing and editing skills
- Excellent organizational and time management skills; ability to prioritize workload, maintain attention to detail, and handle a variety of responsibilities simultaneously
- Strong collaborative spirit and ethic to match organizational culture
- Strong commitment to human rights work and a passion for the mission of SURVIVORS

Compensation: Competitive salary and benefits offered.

Application procedures: To be considered for this position, please send a detailed cover letter, resume and salary requirements as a Word document or PDF file to confidential email: survivors@notorture.org. Please include "Community Relations Associate" in the subject line. No phone calls please.