

## **Job Posting: COMMUNICATIONS, PUBLIC RELATIONS & EVENTS**

**Pineville Neighbors Place** is a growing 501c3 non-profit service organization. Since 2016, PNP has provided crisis assistance to our neighbors living in the 28134 zip code or that have students attending Pineville and Sterling Elementary Schools. The mission of Pineville Neighbors Place is to connect our neighbors affected by financial insecurity to available services, empower our neighbors to make life sustaining choices and unify the community of Pineville. PNP is supported through the generosity of individuals, foundations, area churches, businesses, and grants.

### **Job Overview**

The Communications, Public Relations, and Events position will be an unpaid part-time (10+ hours/week) role. This job can be set up for an intern or for someone with professional experience looking for a long term volunteer position. This position is responsible for establishing and maintaining all communications and public relations processes and materials for the organization. This person will have the day to day responsibility of maintaining social media, our website and newsletter. They will also be responsible for creating all materials (electronic and physical) needed to support our programs and events.

### **Responsibilities and Duties**

#### Process Support

- Update job description for this role by end of internship to use for future interns
- Document processes for all responsibilities and activities for this role

#### Communications

- Develop and maintain a Communication Plan (approach to target donors, volunteers and clients through all media/tools available)
- Update Website as needed (may include pictures, videos, programs, events, new pages, etc.)
- Manage Social Media (FaceBook, Instagram, LinkedIn) daily/weekly
- Publish Newsletter 2x a month with ad hoc issues created as needed

#### Public Relations

- Create client and donor materials to support all programs (Financial, Food & Fundamentals)
- Identify/design all swag and give-aways as needed
- Produce annual Impact Report

#### Events

- Create an event calendar for the website/social media/newsletters (Donor/Fundraising Events, School Events, and Community Events)
- Publish social media posts and other publicity for all events
- Design collateral (invitations, programs, posters, etc) for all events
- Identify participants, prepare invitations, and track participants as well as prepare thank you letters/cards for all events

## **Qualifications**

Requires experience with digital media design as well as project management. Web development experience is a plus. Ability to work on multiple tasks and assignments while maintaining attention to detail, and the ability to be flexible with changing demands required. Experience with non-profits or social justice programs is a plus.

- Bachelor's studies, preferably in a related field (e.g., Communications or Public Relations). May consider a high school level student if they meet requirements. Also welcome candidates with professional level experience now looking for part time volunteer positions.
- A self-starter who instinctively and consistently creates personal and professional stretch goals and meets them.
- Excellent communication skills, written and verbal; Spanish speaking a plus.
- Demonstrate a strong ability to identify, analyze and solve problems and make recommendations.
- Able to organize and prioritize many tasks effectively in a fast-paced environment.
- Be organized, detail-oriented and practical.
- Strong interpersonal skills with the ability to compromise, negotiate, and work well with others.

## **Work Requirements**

- Position requires sitting and performing repetitive movement while using the computer and telephone.
- Working weeknight and weekends is sometimes required.
- Strong proficiency with applications to design collateral and other communication pieces.
- Strong computer and Internet proficiency, including but not limited to Microsoft Office, Google G-Suite, and database applications.

This is an unpaid position, but will support internship requirements as defined by Intern's school. PNP is an Equal Opportunity Employer and drug-free/smoke-free work environment.

**Cover Letter & Resume required. Please send to [jobs@pinevilleneighbors.org](mailto:jobs@pinevilleneighbors.org)**

Accepting applications until filled. NO PHONE CALLS or WALK INS.