



## **Job Description: Part-time Volunteer Programs/Marketing Coordinator**

**Eric's House**, a 501 (c)(3) non-profit, is searching for a talented, data friendly, social media savvy coordinator to assist with our daily/weekly programs and marketing activity. The Programs/Marketing Coordinator (PMC) will work closely with the organization's Programs Chair and Marketing Chair to support their efforts.

If you have 5-10 hours a week, an interest in marketing/communications, possess an understanding of data and metrics and are tech-savvy, we would like to meet you. We need your excellent verbal and written communication skills when interacting inside and out of the organization. Experience with email marketing and social media is a plus. A knowledge of Acuity, Bloomerang or another CRM platform is preferred. This is a remote position, you would work from home with occasional in-person contact as needed.

### **Responsibilities**

**Programs:** All organizational efforts that support activities and services provided to EH clients and members.

- Work closely with EH Programs Chair to pull data from our platforms to help document and project member activity, services and fees
- Input and manage member activity data and services and correctly enter into EH systems
- Pull monthly reports on services, expenses and revenue as requested
- Ability to compile requested data into sharable reports for the entire organization

**Marketing:** All activity that involves EH advertising and media along with consistent on-going communication with various community partners and resources.

- Work closely with the EH Marketing Chair to keep CRM information updated and ready to use for outbound communication with community partners and all media resources
- Ability to plan and effectively reach community partners and media as needed, creating emails, contributing to EH newsletter and other outbound marketing materials
- Assist in scheduling meetings as needed
- Act as liaison between EH and media with advertising deadlines and coordinating creative materials with the Marketing Chair
- Work between departments to maintain up to date information

If you have experience assisting an organization in this way and would like to support a non-profit, please reach out. Send your cover letter and resume to [\*\*patty@ericshouse.org\*\*](mailto:patty@ericshouse.org)

*Eric's House Inc. is a non-profit organization dedicated to providing integrative grief care to people who have suddenly lost someone they love, with a specialization in suicide and substance-related losses. We support the emotional, physical, and spiritual healing for those left behind in the aftermath of these devastating losses. Our team of grief companions, counselors, life coaches, spiritual directors, intuitive healers, holistic health practitioners, and health experts help people understand and integrate their grief so that they may once again experience joy and happiness. Our mission is to provide traditional and alternate approaches to healthy healing after a traumatic loss and to promote community education and awareness initiatives for the prevention of suicide and substance abuse.*

[www.ericshouse.org](http://www.ericshouse.org)