

Communications Coordinator

part-time, 25 hrs/wk

\$25-30k yearly

At Ronald McDonald House Charities, we support seriously ill children and their families when they must be far from home for their child's medical treatment. We provide housing and support services at our Houses in Seattle, WA and Anchorage, AK.

Communications Coordinator primary functions:

- Coordinate House communications.
- Be a participating member of the fundraising team.

Key facts for you to consider:

- This is a part-time position, working 25 hours per week.
- The salary range for this position is \$25k-30k annually.
- This position offers benefits, including health insurance (RMHC pays 2/3 of monthly premiums).

Duties and responsibilities for this role:

- Write and edit team generated content and provide design for RMHC pieces (print and online). This includes newsletters, brochures, annual reports, blog posts and other projects.
- Create content by connecting with various departments, conducting interviews, writing stories and taking photographs of families and volunteers.
- Manage email communications, including designing, scheduling, and editing team-generated content for them. Working knowledge of email marketing platforms desired.
- Manage social media, primarily on Facebook.



Duties and responsibilities for this role (ctd.):

- Manage the RMHC website, including updating site, editing images, and creating content as needed. Experience with WordPress or other similar content management system desired.
- Oversee RMHC brand and style guidelines

Essential qualifications you will need:

- Strong skills in design, writing, editing
- Skills in WordPress, InDesign, Photoshop and email marketing platforms
- Experience managing social media
- Strong project management skills. Ability to manage workscope independently, work on deadline, and synthesize input from multiple sources.
- Four-year college or comparable education/work experience
- Ability to work as part of a team

COVID-19 considerations:

Because we house seriously ill children and their families, we work directly with Seattle Children's Hospital to establish appropriate COVID-19 precautions in our facility and offices to keep families, staff, and volunteers safe.

Ronald McDonald House of Western Washington & Alaska is an Equal Opportunity Employer serving people of various communities and backgrounds. We seek applicants who value diversity and inclusivity. Women, People of Color, and Members of the LGBTQIA+ Community are encouraged to apply.

Contact communicationsmanager@rmhcseattle.org to apply.

