

SOLIDARITY BRIDGE  
ROLE DESCRIPTION  
COMMUNICATIONS and DEVELOPMENT ASSOCIATE

Responsibilities

- Contributes to the planning of the annual communications and development strategy
- Develops content and participates in writing and editing activities for email blasts, blogs, annual report and other print materials, website, and social media
- Identifies opportunities for media placements and coordinates logistics
- Manages and seeks to grow email and mail contact lists
- Supports the expansion and improved performance of communications by developing new tools and methods
- Tracks metrics for email, social media, and donor segments
- Creates promotional materials for fundraising events and donor needs as assigned
- Participates in grant writing activities
- Manages the filing, tagging, and tracking of mission trip photography

Qualifications

- Bachelor's degree
- Bilingual Spanish-English preferred
- Experience in writing for digital outlets or for nonprofits (email blasts, blogs, appeal letters, grant writing etc.)
- Technical proficiency in web content management, squarespace, email management, constant contact, mail chimp, Facebook, Instagram, Hootsuite, Microsoft Office
- Skills in layout and design, proficiency in MS Publisher or Canva, experience with the Adobe Creative Suite is a plus.
- Moderate skills in photography a plus
- Passion, enthusiasm for and deep knowledge of Solidarity Bridge's mission
- Proven project management skills
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Desire to grow professionally and ability to receive constructive feedback
- Ability to work with diverse groups of people
- Sound judgment, professionalism and a positive attitude
- Resourcefulness, creativity and strong problem-solving skills

\*Reports to: Director of Development