

Development and Communications Assistant (part-time)

Job Summary:

The Development and Communications assistant is responsible for all administrative aspects of development and public relations activities.

Responsibilities:

- Process donations and prepare acknowledgement letters and other correspondence.
- Maintain foundation, corporation and individual donor files.
- Create monthly fundraising reports and other database reports as needed.
- Provide financial documentation to office manager.
- Continually add, update, and correct database records.
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Coordinate productions and mailing of appeal letters and grant proposals.
- Maintain development calendar.
- Answer donor questions regarding donations.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for events.
- Oversee and assist in the development of Council publications such as flyers, newsletters, and annual reports. Proofread and insure quality of publications;
- Update website and maintain social media accounts;
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Other clerical tasks needed to provide administrative support to Council leadership.

Qualifications:

- The ideal candidate will be friendly, helpful, and flexible. The ideal candidate will also demonstrate a high attention to detail and demonstrate problem solving skills. Other attributes include:
 - excellent verbal and written communication skills;
 - the ability to work effectively with diverse groups of people; and
 - the ability to organize and juggle multiple tasks, use time effectively and work independently.
- Strong computer skills are needed. Must have extensive experience using Microsoft Office suite of products. Database experience helpful. Experience using Little Green Light, WordPress, Facebook, Mail Chimp, and the ability to research and find information on the Internet also desired;
- Nonprofit experience including managing volunteers and hosting fundraising special events desired.

Hours: 12-15 hours per week, Monday through Thursday. Year-round. Daytime hours. Some schedule flexibility.

Compensation: \$15-17 per hour, no benefits.

To apply for the position please submit a resume and cover letter by June 1, 2018 to Lisa Machesky, Executive Director at lisa.m@oaklandliteracy.com.



The Oakland Literacy Council provides basic literacy and English language instruction for adults to facilitate lifelong learning, employment skills and personal well-being. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.