

JOB ANNOUNCEMENT

Position: Coordinator, Development & Communications

Work Week: 37.5 hours

Location: Hayward

Start Date: ASAP

Hours: Full Time (8:30 am to 5:00pm)

Salary: \$25.84 - \$30.00/Hour DOE

Community Child Care Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

The Coordinator, Development & Communications supports the Development and Communications department with enhancing the visibility of agency programs and services to engage the community, funders, and donors.

The Coordinator, Development & Communications reports to the Director, Development & Communications. This is a non-exempt position.

Benefits: 11 paid holidays, 2 weeks' vacation, medical, dental, vision, and Aflac, 401k matching & more.

DUTIES & RESPONSIBILITIES

- Support creation and distributions of e-newsletters
- Assist with website content updates
- Regularly update all social media channels, engaging community members through paid and unpaid campaigns
- Support the design and dissemination of the agency's Annual Report and marketing materials
- Coordinate participation in all community events and invitations
- Work in communication with Program Managers to curate and highlight agency success stories and maintain agency's photo portfolio
- Assist with grant proposals
- Assist in donor engagement, maintenance of donor database, and acknowledgments
- May represent agency with participation in community organizations/associations
- Look for opportunities to highlight 4Cs of Alameda County in the media
- Working with the Director, assist with the agency's community events, fundraising, and other agency-wide events
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree required
- 1 to 3 years of relevant experience

- Self-directed individual with strong organizational and writing skills, and the ability to manage multiple ongoing initiatives
- Experience managing events and volunteers
- Strong interpersonal and communication skills
- Working knowledge of social media platforms (Facebook, Instagram, LinkedIn, etc.)
- Ability to work well with a diverse group of staff and volunteers
- Success at managing a wide array of tasks and projects and an ability to thrive in a fast-paced work environment
- Excellent organization and planning skills
- Excellent computer skills
- Sense of humor
- Preferred qualifications: Familiarity with Constant Contact, online donor database knowledge (Classy or similar), and WordPress. Experience with Canva, InDesign, and/or Photoshop.

To apply, please send resume and cover letter to:

4Cs of Alameda County

22351 City Center Drive

Hayward, CA 94541












Fax: 510 538-1736 or

Email: resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.



4Cs is a Great Place to Work!

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1st
-  Very Generous Vacation Leave
-  Medical Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  401K Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment