**DEVELOPMENT AND COMMUNICATIONS ASSISTANT**

**POSITION DESCRIPTION AND ANNOUNCEMENT OF VACANCY**

**July, 2023**

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| **Organization Overview:**  |
| Encuentro’s mission is to transform New Mexico into a thriving community for all of its residents. We do this by engaging with \*Latine immigrant adults in educational and career development opportunities that build skills for economic and social justice.Encuentro’s success stems largely from the deep-seeded trust established with the local community, its cultural accessibility, and the immigrant leadership reflected through staff and board composition. Encuentro is committed to providing education that builds individual and community knowledge, leadership and community power. |

**Position Overview**

The Development and Communications (D&C) Assistant reports to the Director of Development and works closely with Encuentro’s Development Team (Director of Development, Communications Associate and Financial Administrator) to support a range of administrative, fundraising and outreach activities that create and implement strategies to ensure Encuentro’s sustainability and growth. The D&C Assistant will support Encuentro’s annual Fund Development and Communications Plans by strengthening systems for donor management, cultivation and stewardship. Key responsibilities include: administrative duties, stakeholder outreach, event coordination, communications and donor/funder/volunteer cultivation. Administrative duties occur on a regular weekly basis while others are periodic or occasional as reflected in the Fund Development Plan. The ideal candidate is a team player with a desire to learn and apply new skills, is bilingual with excellent verbal and written communication skills in both Spanish and English, has a warm and outgoing disposition with exceptional people skills, and strong time management skills.

1. **PRIMARY AREAS OF RESPONSIBILITIES/ÁREAS PRINCIPALES DE RESPONSABILIDAD**

**Administrative Duties 40%**

* Interface with key stakeholders, troubleshoot problems and respond to inquiries.
* Maintain the donor database and files; receive, process, track and maintain fundraising records; work with team to set-up and launch new fundraising campaigns, assist with moves management and donor cultivation.
* Coordinate and support direct mailings, thank you calls and letters, and email blitzes.
* Make copies, coordinate printings, order and purchase supplies and materials as requested.
* Make phone calls, issue meeting requests.
* Issue and track invoices, pledges and expenses, run reports.
* Assist with prospect research and data collection of funders for grant writing/reporting.
* Other duties as assigned.

**Outreach and Event Coordination 20%**

* Provide targeted outreach and written and verbal communications to various stakeholder groups (students, donors, funders, volunteers); cultivate and maintain new relationships
* Public speaking and project management
* Support special event coordination and logistics including: room set-up, decorations, entertainment, ordering food and beverage, overall logistics, and marketing.
* Assist with special event-related purchases and budget tracking.
* Provide hands-on technical support during special events, supports post-event follow-up.
* Volunteer Coordination: recruit, schedule, track and acknowledge volunteers.
* Assists with class registration, student project presentations, graduations and other Encuentro activities.

**Donor/Funder Relations and Support 15%**

* In coordination with the Development Director, schedule meetings, give tours and assist with targeted donor cultivation activities.
* Assist with donor/funder recognitions, tracking, and benefits; ensure proper listings on recognition materials, invitations, website, and communications.

**Communications & Marketing 25%**

* Work closely with Communications Associate on written content, proof-read and support editing process and the creation of marketing collateral including: brochures, fliers, special event materials, newsletters, email blasts and grant reports.
* Assist with the dissemination of written and digital communications, including email blasts, thank you letters, newsletters, annual appeal, social media posts and website updates.
1. **SKILLS NECESSARY FOR THE JOB**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Skills**

* A desire to work in a grassroots, community-led setting.
* Demonstrated experience working on teams and engaging in relationship building, public relations, and networking.
* Excellent interpersonal skills: customer service orientation, ability to make donors, students and funders feel welcome and appreciated and that their contributions are impactful.
* Fluency in English and Spanish (preferred) with excellent written and verbal communication skills; public speaking
* Excellent time-management skills and ability to multitask and prioritize work.
* Ability to work effectively in a team environment and provide excellent customer service.
* Attention to detail and problem-solving skills.
* Strong computer skills, highly proficient in MS Office Suite (Word, Excel), Google Suite and experience with and/or a commitment to learn to use various platforms including: Donor Management Software (DonorSnap), Email Marketing Software (Constant Contact), Graphic Design Tool (Canva), Grant Management Software (Instrumentl). Basic social media skills.
* Ability to use office equipment such as computers, phones, photocopiers, filing cabinets, and fax/scan machines.

**Expectations/Needed Attributes**

* Commitment to diversity, respect for different races, ethnicities, identities, genders, sexual orientation, religions, history of arrests, socioeconomic circumstances and experiences of migration.
* Be personally committed to the values, mission, and goals of all Encuentro programming.
* Positive attitude with passion for helping others.
* Willingness to participate in training required for the position, both internal and external; a willingness to learn.
* Dependable, self-motivated, personal leadership
* Must work with sensitive and confidential material with discretion and confidentiality to keep donors and other related information confidential.
* A strong sense of professionalism (appearance and manner) with sound judgment and discretional skills to be able to work with little supervision.
* Willingness to take on new challenges, responsibilities and assignments.

**Educational Qualifications**

* Bachelor’s degree (B. A. / B. S.), or two to three years related experience in roles as an administrative assistant, executive assistant, data entry professional, development, event planner/coordinator, or similar).

**Compensation Package**

* This is a part-time 20 hour/week position with the opportunity to grow into a full-time position after 6-months of employment.
* The starting hourly rate for this position is $20/hour.
* This is an in-person position with standard hours Monday through Friday. Periodic weekend or evening hours may be required for special events and group volunteer events.
* Encuentro recognizes the value of creating an environment of positive work/life balance, acknowledging that investing in staff’s ability to take care of themselves and their families enables them to do their best work. A flexible work model that supports these needs can be negotiated after successful completion of a 90-day probationary work period.

**Working Conditions and Physical Effort:** The physical demands described here are representative of those that must be
met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be
made to enable individuals with disabilities to perform the essential functions.

* Will have some repetitive hand and arm motions and prolonged periods of sitting and standing.
* While performing the duties of this job the employee is regularly required to sit, stand, walk, talk, listen, reach
with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
* This position requires frequent manual dexterity in combination with eye/hand coordination such as
keyboarding and handling of equipment.
* Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral
vision, and the ability to adjust focus.
* The employee must occasionally lift and/or move up to 25 pounds.
* Prolonged exposure to a computer screen.
* The noise level in the work environment is usually low to moderate.
* Will periodically work in outdoor conditions and extreme weather conditions.
* Must be able to travel (10%) within the metropolitan and surrounding area.

**To Apply:**

For best consideration, send your resume in English, and a cover letter in Spanish covering the

responsibilities and skills mentioned above by **Monday, August 21, 2023**. Include your last name and “Development Assistant” in the heading of your email. Send your email to info@encuentronm.org. Visit our

website for more information about our organization, services, and clients. No phone calls please.

www.encuentronm.org

**Important:**

*Encuentro is an equal opportunity employer. We value a diverse workforce and an inclusive workplace*

*culture. Encuentro will accept and carefully review the applications of all qualified persons regardless of*

*their arrest history, race, ethnicity, religion, sexual orientation, gender identity and expression, age,*

*national origin, civil status, citizenship status, disability, or veteran status.*

*\*Latine is a gender-neutral form of the word Latino, created by gender non-binary and feminist communities in Spanish-speaking countries. The objective of the term is also to remove gender from Spanish, by replacing it with the gender-neutral Spanish letter E, which can already be found in words like estudiante.*