



317 E. Call Street
Tallahassee, FL 32301
(850) 222-2747

Michelle Gomez, Executive Director
Michelle.Gomez@TheOasisCenter.net

JOB DESCRIPTION

Position Title	Communications & Events Coordinator
Reports To	Executive Director
Supervisory Role	No
Employment Type	Part-time, Non-exempt, Hourly
Work Schedule	20 hours/week. Generally during weekdays, 9am-6pm, though some weekends and evenings may be required.
Class/Wage	Class III \$15-17/hour

ABOUT OASIS

The Oasis Center for Women & Girls is a nonprofit organization focused on improving the well-being of women and girls. Programming is strengths-based, inclusive, accessible, and affordable. Founded in 2007 to fill a gap in gender-centered services, the Oasis Center staff and board strive toward a community where women and girls thrive at every stage of life.

POSITION SUMMARY

The Communications & Events Coordinator is responsible for growing brand recognition and program awareness in support of the organization's mission, goals, and objectives. The position performs functions central to the organization's success, and requires an organized, enthusiastic, and creative approach to the associated responsibilities.

Communications

- Crafts and implements communications plan, working closely with Executive Director.
- Crafts and implements donor campaigns, working closely with Executive Director.
- Develops marketing collateral for organization, programs, events, and campaigns.
- Develops and maintains web and social media content according to plan.
- Acquires and activates media relations. Writes and distributes press releases.
- Crafts and distributes email campaigns and newsletters. Maintains email and contact lists.
- Maintains brand consistency in communications across platforms.
- Regularly reviews communication platforms and plan, and makes recommendations to Executive Director regarding efficiency, effectiveness, and opportunities.
- Other related duties as needed.

Events

- Coordinates and executes Oasis events, with staff and board members.
 - Crafts and manages event planning timeline.
 - Researches planning components to achieve cost effectiveness.
 - Recruits sponsors, partners, vendors, and volunteers. Maintains relationships.
 - Creates and maintains event registration.
 - Crafts and distributes event collateral.
 - Acquires and activates media relations. Writes and distributes press releases.
 - Communicates with attendees, before and after events.
- Serves as organization's representative on event partnerships not hosted by Oasis.
- Collects and distributes photo and video content according to plan.



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SKILLS, KNOWLEDGE, AND QUALIFICATIONS

Required

- Minimum education and professional skill: High school diploma or equivalent and four years of professional experience in marketing/communications; or two-year degree in communications or design and two years of professional experience in marketing/communications. If four-year degree in communications/marketing/design field, at least one year of experience in professional setting required.
- Experience planning large events (50-200 ppl).
- Proficiency in Word Press.
- Proficiency in visual communications, and familiarity with Canva or similar service.
- Minimum functional knowledge of Microsoft Office, Mail Chimp, Facebook, and Instagram.
- Minimum functional knowledge of database management and/or CRM systems.
- Excellent verbal and written communication skills, including interpersonal communication.
- Excellent organizational and planning skills.
- Commitment to delivery of quality work products.
- Current Florida driver's license, and three-year clean driving history.
- Eligibility for Level 2 background screening.

Preferred

- Proficiency in photography (phone is fine).
- Proficiency in self-directed work and effective teamwork: Works quickly, accurately, and effectively, alone and in collaboration with others.
- Willingness to learn and take direction. Confidence to ask pertinent questions and contribute ideas.
- Personal interest in support and celebration of women and girls.
- cursory knowledge of Oasis programs and history.

WORK ENVIRONMENT/REQUIREMENTS

- Fast-paced and demanding. Mostly quiet but can get loud during camp sessions. Must be able to handle potentially stressful situations effectively, and maintain progress on multiple projects concurrently.
- Must be able to perform assigned duties, navigate stairs, and lift up to 50 pounds.

BENEFITS

- Paid time off and flex time, according to policy.
- Paid training opportunities, as available.

TO APPLY

Submit cover letter and resume with references to Admin@TheOasisCenter.net, by Wednesday, October 24, 2018.