



Since 1995, A Kid Again fosters hope, happiness and healing for families raising kids with life-threatening illnesses. We provide year-found fun-filled activities for the entire family alongside other families in a similar situation. We call these Adventures and they occur multiple times a year and are at no cost to the families. This is accomplished thanks to the generous support of our staff, volunteers and donors who give of their time, talent and treasure. To learn more, visit www.akidagain.org.

Job Description

Job Title: Engagement & Communications Coordinator

Supervisor: Executive Director, Southwest Chapter

The Engagement & Communications Coordinator is key to the success of family and volunteer experiences and programs, communication, and office administration including but not limited to: family liaison; Adventure planning; coordinating volunteers; and communications. The office produces a high volume of quality work, and this substantial and multi-faceted position has significant potential for meaningful interaction with families, volunteers, and supporters, as well as creativity.

Full-time position with benefits requiring some predictable evening and weekend hours.

Family Experience:

- Recruit and enroll families in A Kid Again.
- Liaison with A Kid Again Families.
- Responsible for Ambassador Family Program.
- Assist in identifying, and responsible for planning and executing Family Adventures and other events.
- Maintain accurate database of enrolled A Kid Again Families.
- Build and maintain relationships that generate referrals of A Kid Again Families.

Volunteer Engagement

- Recruit new volunteers.
- Liaison and coordinate with and manage volunteers.
- Establish and maintain relationships to build an effective volunteer base.
- Engage volunteers by:
 - Providing orientation and training;
 - Conducting regular volunteer meetings;
 - Match volunteers to best opportunities;
 - Providing support and soliciting volunteer feedback and input.

Communication

- Design and develop content (graphics and text) for print and electronic communications including newsletters, e-blasts, invitations, videos, fliers, and other graphic needs, as well as disseminate communications.
- Develop and implement integrated social media strategy including but not limited to email, Facebook and Twitter.
- Website administration.

Other

- Support development by: Raiser's Edge database use; assisting with donor stewardship; assisting with special events; assisting with fundraising.
- Provide other professional and timely support to staff, board, volunteers and families as needed.
- Complete additional assignments as designated by Executive Director.
- Maintain strict confidentiality of information gathered and used by A Kid Again.
- A Kid Again is a national organization with internal collaboration.

Qualifications:

- Bachelor's degree.
- Working knowledge of Raisers Edge, Microsoft Office, Word Publisher, Movie Maker, Photoshop, Excel, Mailchimp.
- Working knowledge of social media, including Facebook and Twitter.
- Graphic design experience and/or aptitude.

Characteristics and Attributes:

- Strong relationship building and interpersonal skills.
- Professional demeanor.
- Effective oral and written communication skills.
- Excellent organizational and time management skills.
- Strong initiative and attention to detail and accuracy.
- Flexible, embrace challenges, and interest in learning.
- Ability to work both independently and as a team member.
- Ability to relate well to people with different social, professional, economic and ethnic backgrounds.

To apply, please send a cover letter with a statement of interest and resume to Careers@akidagain.org

The preceding job description is intended to indicate the general nature and level of work for this position. It is not designed to contain or be interpreted as an exhaustive inventory of all duties, responsibilities and qualifications of employees performing this position.

A Kid Again is an equal opportunity employer. This company does not and will not discriminate in employment and personnel practices based on race, sex, age, handicap, religion, national origin, veteran status or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.