



Job Title: Communications and Events Associate

Position Type: Full-time exempt

Salary: Salary commensurate with experience

Benefits Package: Medical, Dental, Vision, Life Insurance, 401K, Short-term Disability, PTO, company paid holidays

Reports to: Executive Director

ORGANIZATION: Life House is an innovative nonprofit organization serving at-risk and homeless youth ages 14 to 24 located in downtown Duluth, MN. Focusing on Positive Youth Development through housing stability, educational support, economic security, improved health, and connection to community, Life House programs assist youth who are homeless or at risk of homelessness to overcome poverty, trauma, mental illness, low educational achievement and joblessness to transition to independent living.

SUMMARY: Reporting to and in partnership with the Executive Director, the Communications and Events Associate leads communication and special events initiatives to increase awareness of and foster support for Life House's mission. Oversees organizational communications, marketing, special events, as well as assists with volunteer coordination and board engagement, public relations, newsletters, social media and website maintenance to maximize the earned income of Life House.

FOCUS AREA DUTIES AND RESPONSIBILITIES – Communications and Events Associate:

- Develop and implement comprehensive marketing and public relations strategy including the creation of various communications including social media, website, email blasts/newsletters, informational presentations, news releases, public services announcements, donor correspondences, etc.
- Assist in the creating and distributing Life House's Annual Report.
- Identify and oversee opportunities for volunteers to engage with Life House, including service projects and in-kind donations.
- Build partnerships with businesses, government agencies, local artists and other community organizations to advance our work with youth and young families.
- Plan, implement and manage special events and fundraising activities. Life House uses One Cause software for event planning.
- Assist in record keeping for donors and maintaining donor database (eTapestry).
- Dedicate on-going attention to personal and professional development through professional reading, conference and seminar attendance, membership in professional organizations, etc.
- Work closely with Executive Director on policy and advocacy efforts, which may include tracking organizationally relevant policy, developing legislative priorities, and participating in task forces, coalitions, and community initiatives

Other duties and responsibilities:

- Develop healthy relationships with homeless youth; demonstrate compassion and grace when establishing boundaries with young people.
- Participate in Life House team trainings and management meetings; assist with other Life House program coverage as necessary.
- Perform other duties as may be assigned by Executive Director.

QUALIFICATION REQUIREMENTS:

Education: Bachelor of Arts required, Masters preferred

Qualifications:

- Three+ years of communications or marketing experience
- Strong partnership-building and event planning skills
- Ability to create, manage, and organize special events to raise awareness and contributions for Life House
- Demonstrated excellence in organizational skills and attention to detail
- Strong computer skills: proficient in Microsoft Office suite, knowledge of donor and member tracking databases, knowledge of Adobe Creative Suite helpful
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated knowledge of and ability to work effectively with youth with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth
- Ability to pass a criminal background check

Certificates, Licenses, Registrations: Valid Minnesota Driver's License and proof of auto insurance.

Position is full-time exempt. Work schedule requires occasional evening and/or weekends. In addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Life House.

Life House provides equal employment opportunity to all qualified individuals without regard to race, creed, color, sexual orientation, gender identity or expression, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. Life House encourages individuals with diverse backgrounds and members of the LGBTQ community to apply.

To apply send application, cover letter, and resume to address or email below. Position open until filled to:

Life House
Attn: Human Resources
102 W 1st Street
Duluth, MN 55802

or

Email
Subject: Communications Associate
hr@life-house.org