



Development & Communications Associate (Part-Time)

POSITION SUMMARY

Ethnē Health is seeking a mission-driven Development & Communications Associate to support the organization's growing fundraising, marketing, and community engagement efforts.

This role will work closely with the Director of Development to help tell the story of Ethnē's impact, strengthen donor engagement, support fundraising initiatives, and expand the organization's communications capacity. The ideal candidate is a strong communicator, highly organized, creative, and eager to grow professionally in nonprofit development, marketing, communications, or public relations. This position offers an excellent opportunity for a recent graduate or early-career professional seeking meaningful work within a mission-driven organization.

This is a part-time hybrid position averaging approximately 20 hours per week, with flexible scheduling. This role is designed for someone seeking to build practical experience in nonprofit fundraising, communications, marketing, and community engagement while receiving direct Communications and Marketing mentorship from Ethnē's Director of Development.

KEY RESPONSIBILITIES

Communications & Marketing (Approximately 65%)

Content Creation & Storytelling

- Assist in developing and executing Ethnē's communications and content strategy.
- Draft social media content, newsletter articles, website content, and donor communications.
- Conduct interviews with patients, staff, volunteers, interns, and community partners to gather stories and testimonials.
- Help identify compelling stories that highlight Ethnē's mission and impact.
- Maintain and organize a content library of photos, videos, testimonials, and marketing assets.

Social Media & Digital Engagement

- Schedule and publish content across social media platforms.
- Assist with content planning and editorial calendars.
- Monitor engagement and help identify opportunities to strengthen audience interaction.
- Coordinate social media campaigns supporting fundraising, awareness, and community engagement initiatives.

Design & Multimedia Support

- Create graphics, flyers, presentations, and marketing materials using Canva and other design tools.
- Assist with photography and video capture at clinic events and community activities.
- Coordinate video editing projects with staff and external partners.
- Support website updates and content management as needed.

Development Operations (Approximately 35%)

Donor Stewardship & Fundraising Support

- Assist with donor stewardship initiatives, including thank-you projects, impact updates, and engagement activities.
- Support fundraising campaigns through content creation, project coordination, and communications execution.
- Help prepare materials for donor meetings, presentations, and fundraising initiatives.

Event & Community Engagement Support

- Assist with planning and execution of donor cultivation events, community gatherings, volunteer activities, and fundraising initiatives.
- Coordinate event logistics, registrations, materials, and communications.
- Assist with event photography, videography, and post-event communications.

CRM & Administrative Support

- Assist with maintaining accurate constituent information within Bloomerang and related systems.
- Support reporting, segmentation, mailing lists, and project tracking.
- Help organize development and communications workflows, timelines, and project management activities.
- Provide administrative support for development and communications initiatives as assigned.

POSITION REQUIREMENTS

- Bachelor's degree completed *or in progress*, or equivalent relevant experience.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple projects and deadlines simultaneously.
- Proficiency in Microsoft Office and Google Workspace.
- Ability to work independently while collaborating effectively within a team environment.
- Ability to solve conflicts in a diverse setting with dignity and respect.
- Align, uphold and consistently represent the values and mission of the organization at all times.

POSITION PREFERENCES

- Experience with social media management and content creation.
- Familiarity with Canva, Adobe Creative Suite, or similar design tools.
- Experience with nonprofit organizations, fundraising, communications, or marketing.
- Experience with CRM systems, Bloomerang preferred.
- Experience with web builder, WIX Studio preferred.
- Photography, videography, or basic video editing experience.
- Familiarity with multicultural and multilingual communities.

WORK SCHEDULE

- Part-Time (Approximately 20 Hours per Week)
- Hybrid Work Environment
- Minimum one in-person workday per week at Ethnē Health
- Flexible scheduling available
- Rare evening and weekend event support required (estimated 5 days/year maximum)

COMPENSATION & BENEFITS

\$20–\$24 per hour, commensurate with experience

APPLICATION PROCESS

Interested candidates should submit a resume and cover letter outlining interest in the position and relevant experience to: **dimitri.iliadis@ethnehealth.org**

If selected for the interview process, please be prepared to also provide two to three professional references upon request.

Ethnē Health Mission Statement:

Ethnē Health delivers comprehensive, high-value healthcare through a culturally sensitive, neighbor-centered medical home that advances Jesus' love and justice in our vibrant community.
