

Coordinator, Business Operations and Communications

Worker Category : **Full Time Regular**

Job Class **Professional**



the **alliance**
to **end** hunger

ORGANIZATION BACKGROUND:

The Alliance to End Hunger engages diverse institutions to build the public and political will to end hunger. Established in 2014, the Alliance has grown in to a coalition of nearly 100 organizations and also serves as the national hub for the 70 members of the Hunger Free Communities Network. We are looking for a self-motivated team-player to join our small Washington, D.C. based staff.

POSITION TITLE: Coordinator, Business Operations & Communications

DEPARTMENT: Alliance to End Hunger

REPORTS TO: Executive Director

PRIMARY OBJECTIVE: To support office operations (50%) and communications (50%) to promote and strengthen the work of the Alliance to End Hunger.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

Communications (50%):

1. Produces original articles, policy statements, letters, and opinion pieces for the Alliance.
2. Manages the Alliance to End Hunger website, including updating/conceptualizing design updates.
3. Manages the Alliance's social media (Twitter and Facebook).
4. Manages the timely production and distribution of the Alliance e-newsletter including writing and editing content.

Office Operations (50%):

1. Supports the overall operations of the Alliance to End Hunger office including financial processes, vendor contracts and invoices, scheduling, event planning and logistics, and records maintenance.
2. Designs and implement CRM platform for organization-wide use.
3. Supports Executive Director with board communications, scheduling, and expense reports.
4. Performs other duties assigned.

SUPERVISION EXERCISED: None.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree required with a preference for a degree in English, communications, or journalism. At least one year or equivalent of relevant experience related to social media/communications.
- Strong organizational, communication and interpersonal skills and an ability to build and maintain relationships with a diverse set of partners and stakeholders.
- Exceptionally strong writing and editing skills.
- Strong attention to detail.
- Demonstrated ability to maintain a professional demeanor including dependability, flexibility, willingness to learn, and problem-solving skills.

- Team mindset.
- Strong computer skills, including proficiency in MS Office Suite, CRM software (such as Salesforce). Experience with WordPress as a website platform is a plus.
- A passion for ending hunger.
- Knowledge and skill in the use of social media tools.

WORK ENVIRONMENT ISSUES:

Full time position based in the Alliance to End Hunger's Washington, D.C. office. Occasional night and weekend duties for conferences and meetings.

CULTURAL EXPRESSIONS:

The Alliance to End Hunger is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity and racism on-going training. The Alliance is also committed to being an equal opportunity employer. The Alliance does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, in any of its activities or operations.

DISCLAIMER:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.