



**BUILDING COMMUNITIES OF FAITH AND LIFELONG HOMES
WITH PEOPLE WHO HAVE INTELLECTUAL DISABILITIES**

Communications and Outreach Coordinator

Role Description

L'Arche Greater Washington, DC, an interdenominational Christian community of people with and without intellectual disabilities who share their lives together. The Communications and Outreach Coordinator is essential to the development team. Communications and writing are critical functions for successful fund development and L'Arche. As a part of this team, the Communications and Outreach Coordinate will seek to communicate and share L'Arche's mission within community life and externally.

Supervised by: Director of Development and Communications

Supervises: Volunteers and Communications Interns

Responsibilities:

- Develop and execute an organizational communications strategy
- Coordinate content and design of print newsletter, e-newsletters, and annual report
- Coordinate website and social media platforms, website maintenance, and content creation
- Coordinate outreach and presentations for community partners (churches, schools, etc)
- Coordinate volunteer program, including regular volunteers and volunteer events
- Review external communications, ensuring messaging and branding quality
- Inform and engage home life leadership and community committees in development and communications
- Coordinate digital fundraising campaigns such as Giving Tuesday
- Assist with planning and implementation of annual & other donor events
- Leads media coordination – pitching to outlets and coordinating interviews
- Coordinate gathering and organization of digital communications assets
- Assist with grant applications and reports
- Coordinate video projects and special projects
- Other duties as assigned

Qualifications:

- Communicates the mission and vision of L'Arche with passion and joy!
- Excellence in written and oral communication with keen attention to detail & follow-up
- At least two years of related experience in communications field
- Experience with social media management, website content, and donor databases
- Bachelor's degree in communication, marketing, journalism, public relations preferred
- Experience and desire to work with people with disabilities

Salary & Benefits

- Meaningful, mission-based, and community-focused work
- Excellent Medical, Dental, Vision coverage, disability and life insurance
- Matching 401k contributions after 1 year
- Professional Development Opportunities, including retreats
- Full-time, hourly rate \$17-28/hour based on experience
- Monday – Friday, with some evenings and weekends as necessary.
- 60% virtual, 40% in person in Adams Morgan and Arlington