



**WOMEN'S RESOURCE CENTER  
PART-TIME EMPLOYMENT  
POSITION ANNOUNCEMENT**

**Position Title:** Development & Communications Associate

**Reports To:** Director of Development & Communications

**Organizational Summary:**

The mission of the Women's Resource Center (WRC) is to help women and girls successfully navigate life's transitions and inspire others to do the same. By providing resources, tools and support for today, we create hope for tomorrow. Our current programs include our longstanding Information & Referral Helpline, low-cost Counseling, low-cost Legal Consultations (family law), Financial Stability Services, and our Girls Lead program. Our service area covers the five counties of southeastern Pennsylvania. More information can be found on our website: [www.womensresourcecenter.net](http://www.womensresourcecenter.net) and our social media pages (@womensrc).

**Position Summary:**

The Women's Resource Center in Wayne seeks a part-time, 16 hours/week Development and Communications Associate to assist with special events, social media, donor database maintenance and preparing grant proposals. Must be available to work at the Wayne, PA office and also virtually (hybrid) during the hours of 9am-5pm Monday – Thursday (4 hours per day).

**Essential Duties and Responsibilities:**

- I. Events logistics, communications and planning assistance (3-4 events per year)**
  - a. Sponsor and Guest communications
  - b. Coordinate with Event Planning Company
  - c. Help Sponsorship Committee to keep track of solicitations
  - d. Attend Event Committee meetings and take minutes
  - e. Help with onsite needs on event days
  - f. Other duties as assigned
- II. Social Media**
  - a. Develop plan for social media posting on WRC's Facebook, LinkedIn, Instagram, and Twitter
  - b. Help with event social media postings
  - c. Use CANVA to prepare branded social media posts
- III. Donor Database Maintenance and Optimization**
  - a. Learn best practices to optimize use of donor database DonorPerfect for development cultivation and stewardship
- IV. Grants**
  - a. Research potential corporate and foundation funding partners.
  - b. Assist in preparation of grant proposals

**Required Education, Skills and Experience:**

- Excellent computer skills including experience with: databases, Microsoft Office suite, CANVA, social media platforms, Zoom meetings management
- Experience with DonorPerfect or other fundraising databases a plus
- Attention to detail, strong organizational skills

- Excellent communication skills both written and oral
- Excellent writing skills
- Strong interpersonal skills, with the ability to interact effectively with all constituents of WRC's community.
- Ability to learn quickly and adapt to changing needs and circumstances.
- Ability to help set up events, spend long periods of time at a computer, and interact via electronic mail and telephone
- Ability to handle information with tact and discretion and to maintain strict confidentiality
- Ability to be available on occasional weekend or evening event set up and participation

The Women's Resource Center provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, gender identity or expression, sexual orientation, marital status, non-disqualifying physical or mental disability, or veteran status.

Interested applicants should send a resume, cover letter, writing sample and three professional references to [mojdeh@womensrc.org](mailto:mojdeh@womensrc.org).