



Job Description

Title: Communications & Programs Assistant

Report to: Program Director

Hours: 10-15/week

Salary Range: \$15 per hour

Job Status: Part-time

Employee type: Non-exempt

Vacation and Sick time: N/A

Job Summary:

The Communications & Programs Assistant will assist and support the organization by performing general communication functions, as well as assisting with grantmaking and programmatic processes.

Essential Duties & Responsibilities:

COMMUNICATIONS

- Write press releases, blogs, newsletters, and social media posts in service of the organizations' initiatives
- Maintain social media presence, including grant cycle notifications
- Update monthly Board of Directors meeting releases and website updates
- Increase social media presence and number of followers/subscribers
- maintain contact with current grantees
- Draft surveys and notifications as requested by the Program Director
- Perform other duties or special projects as required or assigned by the Program Director

GRANT PROGRAM ADMINISTRATION

- Engage with grantees to increase the visibility of HCBF funded projects in the community.
- Assist in coordination and dissemination of all internal mailings
- Maintain grant cycle notifications
- Maintain grant database on website and share project updates.
- General update of website and create resources relevant to the community

Required Qualifications:

Qualified candidates should possess the following skills and experience:

- Bachelor's degree from an accredited university, or current enrollment in BA/BS program
- Ability to take initiative and to work with minimal supervision
- Ability to work in a small, team-oriented environment
- Excellent written, verbal, and interpersonal skills
- Experience managing social media accounts
- Advanced technical skills in Word, Excel, and PowerPoint
- Strong organizational and time management skills
- Commitment to serving the needs of underserved communities



HARBOR COMMUNITY BENEFIT FOUNDATION

Desired Qualifications:

The following skills and experience are desired:

- Knowledge of and passion for addressing environmental justice issues
- Experience with content development
- Experience working with content management systems, such as Wordpress
- Experience with Adobe InDesign, Photoshop, or other graphic development platforms

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Environment

This job is a remote position, with the potential for occasional, pre-scheduled in-person meetings.

AAP/EEO Statement

HCBF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HCBF complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.

HCBF expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of HCBF employees to perform their job duties may result in discipline up to and including discharge.

How to Apply:

Please send a PDF of your resume, a cover letter, a relevant writing sample, and a copy of your unofficial transcript to Tamanna Rahman at tamanna@hcbf.org.

For more information or if you have any questions, please email Tamanna.