

The Arc of Greater Williamsburg
Communications & Development Coordinator
25-35 Hours Per Week

The Arc of Greater Williamsburg is privileged to serve adults with intellectual and developmental disabilities in our community. Our Arc chapter was founded in 1976 and serves young adults as they age out of special education at age 21 and continues throughout their lifetimes. Our services include a variety of evening programs and activities, a day program called Arc of Abilities, and an employment program called Wheels4Work.

Are you a **team player, compassionate, upbeat, innovative, organized, tech-savvy, and have initiative?** The Arc is looking for the perfect blend of caring and skills. The **Communications & Development Coordinator** will enjoy a multi-faceted position that will provide support in the areas of fundraising, communications, and client activities.

Primary Function

- Assist with planning and executing two major annual fundraisers: Williamsburg Landing 5k for The Arc and the Community Pickleball Challenge
- Manage Arc website and social media.
- Design marketing and other visual materials, such as posters and flyers
- Create and send monthly electronic newsletter.
- Assist with grant writing and submission in collaboration with Bookkeeper and Executive Director.
- Oversee clients and volunteers at evening programs, on average 1 evening per week, included in hourly schedule.
- Collaborate with Programs & Volunteer Coordinator to brainstorm continuous improvements to program offerings.
- Assist Executive Director, as needed.

Schedule

- 25-35 hours per week
- Evening and occasional weekend programs would be included in total hours; majority of time is conducted during the day in administrative office.
- Schedule will be determined by your weekly program schedule in collaboration with other staff members and Executive Director.

Qualifications

- College degree and/or equivalent work history
- Strong written, verbal, and communication skills
- Excellent basic computer skills (Microsoft Office Suite, Internet browsers)
- Experience with or willingness to learn technologies, including Adobe Acrobat Pro, Canva, Facebook, Instagram, MailChimp, RunSignUp, Wix.
- Team player with a desire to make a difference, show initiative, and empower our Arc clients.

Other Details

- Salary competitive and commensurate with qualifications and experience.
- Excellent vacation package as outlined in Employee Personnel Manual.
- Potential for future promotion.

Application

Please submit the following to the attention of Pam McGregor, Executive Director, via email at pam.mcgregor@thearcgw.org:

1. Cover letter
2. Resume
3. References upon request