



**Title:** Communication & Events Senior Specialist

**Job Type:** Part-time

**Classification:** Non-exempt

**Reports to:** Director of Marketing & Philanthropy

**Location:** Hybrid (Beverly)

**Position Summary:** The Communication & Events Senior Specialist coordinates and implements the execution of strategic communication and events in support of the organization's mission to highlight accomplishments and ongoing fundraising needs. The Communication & Events Senior Specialist contributes to the mission, vision, and goals of Harborlight Homes through results-oriented and consistent community driven engagement.

**Responsibilities:**

1. Actively coordinates and manages projects and special events that meet marketing and philanthropy objectives, programs, and policies following implementation through to execution within designated timelines
2. Provide support in day-to-day department operations, marketing and event collateral, and communication efforts creating alignment to ensure the information and support for programs are effectively delivered
3. Lead volunteers and stakeholders through planning processes gaining input and feedback to ensure a collaborative and positive experience for all while attaining short-term and long-term goals
4. In collaboration with department staff, craft communications and content for website, newsletters, and other forms of media incorporating messages that draw the attention of prospects and raises awareness about Harborlight Homes
5. Ensure consistent themes, messaging, and branding are applied through all communication touch points
6. Source vendors and act as a point of contact in preparation for events confirming timely and quality vendor deliverables
7. Seek knowledge and understanding through data and review of activities to continuously improve upon processes ensuring efficiency and desired results
8. Represent Harborlight Homes at related special events, community and professional meetings, and as needed to support departmental objectives

**Required Experience and Qualifications:**

- Bachelor's degree in related field or equivalent work experience
- 2-5 years supervising teams and volunteers in marketing and events preferably related to fundraising initiatives or at non-profit organizations

Harborlight Homes is a 501(c)(3) non profit organization



- Efficient project management and time management skills to ensure deliverables within designated timelines
- The ability to creatively compose and tailor communication to select audiences and demonstrable experience implementing strategy in achieving desired results
- Communicate messaging clearly and effectively in collaboration with a variety of stakeholders
- Demonstrable proficiency of Microsoft Office and Excel, and related experience or willingness to learn CRM system

At Harborlight Homes, we work and live by our shared values to provide service-enriched housing that is affordable and inclusive, equitable and sustainable. Harborlight Homes strives to make homes available to all, because everyone deserves a home.

**Signature:** I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

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Name

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Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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