



Alliance to House Everyone

Job Title:	Communications Coordinator
Department/Group:	Strategic Planning and Partnerships
Reports to:	Senior Director of Strategic Planning and Partnerships
Date Posted:	September 21, 2022

Position Summary:

The Communications Coordinator is responsible for managing SARAH's marketing and communications platforms, both internal and external. The coordinator develops creative content and strategies that further our mission, vision, and brand, and effectively positions SARAH with key audiences. The coordinator plans and represents SARAH at community events.

Essential Duties and Responsibilities:

- Assist in designing and implementing a comprehensive communications strategy plan.
- Monitor and maintain SARAH's brand and messaging.
- Gather content to inform the community on the state of homelessness and housing. Respond to general inquiries.
- Plan, research, create, and maintain content for all communication channels, including website, social media, Constant Contact, and others. This includes photography, photo/video editing, graphic design, copywriting, web development (Weebly), and marketing.
- Manage media requests and coordinate with media personnel during events and press conferences. Log news stories featuring the organization in the "SARAH in the News" section of the website.
- Develop marketing materials relevant to initiatives, mission, vision, and core values.
- Utilize existing communication tools and develop new ones to effectively reach intended audiences.
- Contribute to the preparation of annual reports.
- CRM and stakeholder data management. Manage donor list and track fundraising efforts.
- Assist with coordinating, planning, and implementing the annual Point-in-Time (PIT) Count and data release events, including fundraising, logo design, marketing, volunteer recruitment/management, media coordination, etc.
- Event planning/coordination and general program support.
- Facilitate community and partner calls and meetings as needed.
- Assist staff with research, grant writing, preparing print materials, etc.
- Other duties as assigned by the Senior Director of Strategic Planning and Partnerships.

Education and Experience:

- **Bachelor's degree** in communications, marketing, or similar field OR. May substitute **lived experience** for educational requirements.
- **Two (2) to four (4) years of equivalent work experience in housing, homelessness, social services, communications, marketing, volunteer/donor relations, public relations, social media, grant writing, event planning, or related industries.**

Knowledge, Skills, and Abilities:

- Demonstrated proficiency with Microsoft Office Suite, Canva, and Adobe Creative Cloud.

South Alamo Regional Alliance for the Homeless

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Alliance to House Everyone

- Experience in developing and managing an effective social media strategy.
- Experience with Constant Contact, social media platforms, website design, customer management platforms, and design programs strongly preferred.
- Excellent writing, presentation, communication, and interpersonal skills with the ability to interact at all levels of the organization.
- Strong attention to detail is required.
- Ability to work independently with enthusiasm. Internally driven to achieve without external pressure. Desire to be a team player and take on challenges outside the scope of work.
- Identify creative solutions and take the initiative to develop original content.
- Ability to work in a fast-paced environment where priorities may shift daily. Ability to maintain composure when under deadlines.
- Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Develops realistic action plans.
- Shows initiative in setting priorities. Fulfills commitments and completes work on schedule.

Position Details:

The Communications Coordinator is a regular, full-time, non-exempt, benefits-eligible position. The annual salary is \$48,000, with an anticipated start date on or before October 24, 2022. SARAH staff has the option to work remotely, but regular in-person meetings and events are required. The first month of employment is generally office-based to assist with onboarding. SARAH's main office is located at 4100 E. Piedras, Suite 105, San Antonio, TX 78228.

Current Full-Time Employee Benefits

- **Medical, Dental, and Vision Insurance:** SARAH offers competitive health care coverage, including a \$500 monthly employer contribution toward medical, dental, or vision premiums, as well as a \$250 monthly employer contribution toward dependent coverage. Eligibility begins on the first of the month following the date of hire.
- **Disability and Life Insurance:** SARAH provides voluntary short-term disability insurance and employer-sponsored life insurance of \$20,000, with additional insurance coverage available as employee-paid options.
- **403(b) Retirement Plan:** SARAH provides Team Members with a 403(b) Retirement Plan and an employer contribution match.
- **Paid Holidays:** SARAH currently provides Team Members with 16 paid holidays each year, including a floating holiday during your birthday month!
- **Paid Time Off (PTO):** Full-time employees begin accruing PTO immediately upon hire. Accrual rates increase with years of service, and up to 160 hours can be rolled over year-to-year.
- **Personal and Family Leave:** SARAH allows up to 12 weeks of personal or family leave in a rolling 12-month period, including four weeks of paid leave after one year of employment.
- **Flexibility:** SARAH offers employees the flexibility to work in-office or from home on a day-to-day basis. However, in-person meetings and on-site presentations are required. General SARAH Office Hours of Operation are Monday – Friday, with start times ranging from 7:00a – 9:00a depending on employee availability and preference.

Vehicle/Licenses:

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Must have daily use of a vehicle without prior notice. Must maintain current registration and automobile liability insurance in compliance with Texas Law that allows personal vehicle use for work purposes. Mileage reimbursement provided.

Physical Requirements:

Physical requirements include occasional lifting/carrying of 10 pounds, maneuvering in public spaces, visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate a computer keyboard and essential office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment or field environment.

THE EXECUTIVE DIRECTOR MUST APPROVE EXCEPTIONS TO THESE CRITERIA

Disclaimer: Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time, for any reason.

Application Details:

To apply for this position, please submit your cover letter and résumé to contactsarah@sarahomeless.org with the subject line "Communications Coordinator Position." Applications will be reviewed on a rolling basis until the position is filled. SARAH is a 501(c)(3) nonprofit with a mission to ensure everyone has a place to call home in San Antonio and Bexar County. For more information about our organization, visit our website at sarahomeless.org.

Employee Signature:		Date:	
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South Alamo Regional Alliance for the Homeless (SARAH) is an equal opportunity employer and affords equal opportunity to all applicants for all positions regardless of race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

***About SARAH:** The South Alamo Regional Alliance for the Homeless (SARAH) exists to ensure everyone has a place to call home in San Antonio and Bexar County. As the region's Continuum of Care (CoC) lead agency, SARAH secures and distributes funding for direct service providers in the housing and homeless community and provides guidance to improve policies and programs. We accomplish our mission by strengthening our coordinated system of care, promoting sustainable strategies, focusing on measurable impact, and advocating for people experiencing homelessness. For more information, visit sarahomeless.org.*

Our Values:

*We are **Empowering Partners**. We see the potential in people, lead with trust, embrace differences, and elevate strengths.*

*We are **Relentless Learners**. We strive to be subject matter experts and recognize setbacks as opportunities for growth.*

*We are **Resourceful Problem Solvers**. We embrace optimism, innovation, and excellence as we face adversity and tackle problems.*



*We are **Systems Leaders**. We cultivate collaboration and nurture the health of the whole.*