

Communication and Events Coordinator

Part-time Position (Remote option)

25-35 hours per week

Salary- DOE

WarmLine Family Resource Center provides information, parent-to-parent support, and referral to community resources for families who have children with delays and disabilities from birth to 22 years old, and the community of professionals involved with those children and families. WarmLine is a Family Empowerment Center and is expanding efforts into the following six counties that we serve: Sacramento, Yolo, El Dorado, Nevada, Alpine, and Placer.

Duties:

- Plan and execute successfully the creation of newsletters.
- Plan and execute the creating of flyers for all events and distribute to community partners.
- Create registration for events for online and in-person events.
- Keep records of attendees for all events and report to executive director.
- Maintain our community calendar with events occurring in all 6 counties.
- Attend staff professional development trainings
- Plan and attend staff events such as team building activities and staff meetings.
- Maintain website.
- Be available to work some evenings and weekends.
- Coordinate the staffing of WarmLine events.
- Plan and execute fundraising efforts for WarmLine.
- Other duties include ordering materials for organization such as office supplies and outreach materials.

Qualifications:

- Familiarity with special education and other services that support children with delays/disabilities.
- Strong organizational skills and ability to work independently.
- Ability to work collaboratively and professionally with families and professionals.
- Value and respect for diversity of culture, families, circumstances, and viewpoints.
- Effective verbal and written communication skills.
- Proficient with Word, Excel, Outlook and internet research and website editing.
- Comfortable public speaking
- Parent or sibling of a child/adult with special needs is required.

Please submit 1) Cover Letter, 2) Resume, 3) WarmLine application (all 3 items must be included) to warmline@warmlinefrc.org. Applicants who do not include all documents will not be considered. Applications can be downloaded at: www.warmlinefrc.org

Please title your email with “Communication and Events Coordinator”

Do not contact the organization directly.

WarmLine Family Resource Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. WarmLine Family Resource Center is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.