

Organization: **Youth & Family Services (YFS)**
Department: **Development**

Position: **Communications Coordinator**
Status: **Full-Time**
Reports to: **Chief Development Officer**
Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**
Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Bachelor's degree in related field. Experience and knowledge in public relations and marketing. Knowledge and understanding of the Rapid City area. Excellent writing, public speaking, and communication skills. Computer competency. Good planning skills; motivation and enthusiasm not contingent upon short term results. Motivation and enthusiasm not contingent upon short term results. Personal motivation and ability to motivate others. Expertise working with public and private for profit and non-profit organizations. Current vehicle liability insurance and a valid driver's license required. Flexible work schedule. Ability to maintain confidentiality.

Essential Functions:

- Work to effectively promote and share information about Youth & Family Services and Youth & Family Services Foundation, including current agency initiatives in a manner that increases agency visibility, community awareness of key issues, and the support of the local community. This includes creating and editing agency materials such as newsletters, direct mail materials, annual reports, press releases, brochures, slide shows, and videos, as well as working with media and marketing companies when outsourcing marketing materials such as TV or radio PSAs.
- Develop and maintain effective working relationships with various community media to enable frequent media coverage of agency programs, projects, and key issues YFS is working to address. Encourage collaboration between Youth & Family Services and local media for special projects and events to bolster enthusiasm and community support. Ensure media are appropriately thanked for their support of YFS.
- Serve as active participant on steering committees for YFS Kids Fair, YFS Dinner Theatre, and other special events to oversee and develop marketing materials that are consistent with established communication goals and standards.
- Support the Development Director in promoting capital, endowment, and annual campaigns by creating materials needed to help fundraise and strengthen donor relationships as requested by supervisor.
- Work to effectively utilize social media as a method of communicating Youth & Family Services and Youth & Family Services Foundation messages, as appropriate.
- Act as lead staff photographer to capture images used to communicate YFS' story. Establish and maintain a library of photographs that capture key issues YFS programs address. Also establish a library of high quality stock photos to use for communication purposes.
- Support YFS programs by working closely with program staff to develop or coordinate the development of recruitment materials such as media PSA's fliers, or other electronic or print materials.

Additional Functions: Act as back up to the Community Outreach Director for duties such as covering booths and giving tours/presentations. Work closely with YFS' IT department to update and maintain

YFS/YFSF websites. Assist in soliciting, documenting, and distributing in-kind donations as requested by supervisor.

Environmental Functions: Perform duties in a controlled office environment and remotely. Is required to drive and meet people in other settings. Ability to lift up to 50 lbs.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!