



Job Description

We are looking for someone excited by the work of the Spokane Alliance who wants to help tell our story and raise our profile so we can be more effective in advancing our goals. This is a good job for someone interested in business, public relations, non-profit management, communications and, social justice/organizing.

Applicants need to have strong communication skills, attention to detail, as well as the ability to juggle assignments. Additionally, applicants should be passionate about community work and able to quickly learn web and database platforms.

Commitment of eight hours/week

About the Spokane Alliance

The Spokane Alliance is a non-partisan and non-profit alliance of congregations, unions, schools, and community groups in Spokane County, representing over 20,000 adults. We are driven by the belief that these institutions must be strong because they are the cornerstones of a democratic society that holds the potential to build strong families, healthy communities, and a just world. Therefore, the Spokane Alliance has three primary goals: Strengthen each member organization; develop local leadership and act in the public arena for the common good.

Responsibilities

- Write summary of events, meetings, and assemblies for mass email communication to membership
- Maintain website and social media presence
- Refine and/or develop membership tools for recruitment and training
- Communicate story of the Spokane Alliance
- Attend key Spokane Alliance events to effectively capture the stories and experiences
- Help develop relationships with local media
- Collect and keep updated records of our membership
- Manage membership database in Salesforce

Required Skills & Abilities

- Ability to work collaboratively with and relate well with diverse groups of people
- Proficient computer skills
- Strong written communication skills and attention to detail with proven examples of storytelling
- Ability to work independently and meet deadlines

Desired Skills & Abilities

- Proficient database management, website maintenance, social media strategy
- Grant writing
- Experience with Salesforce and social media platforms and strategies

Interested applicants should Email Carol Krawczyk-Prichard:

1. Cover letter in which you describe why you would be interested in working with the Spokane Alliance
2. Resume
3. Professional References
4. Writing sample

Compensation

\$15-20/hr. depending on experience

Other expectations

- Ability to work independently with a flexible work schedule
- Ability to work occasional evenings
- Ability to perform additional administrative tasks as necessary

Supervision

Reports to Lead Organizer

Contact person and contact information

Carol Krawczyk-Prichard, carol@spokanealliance.org, 509-532-1688

Position open until filled. We plan to accept applications until 3/24.