



YC Mission: Through adaptive sport, art, and recreation, we unite young people with physical disabilities and teen volunteers in meaningful and fun opportunities. Grounded by a true sense of belonging, we are a spark for creating strong communities, promoting life-long growth, and driving advocacy forward.

YOUTH CHALLENGE JOB DESCRIPTION

JOB TITLE: Communications & Events Coordinator

REPORTS TO: Director of Advancement

WORK WEEK HOURS: Full time/40 Hours Per Week

- **Basic Function:** Primary responsibility is to effectively coordinate communication and events at Youth Challenge. Works closely with advancement team, program staff, board and volunteers.

Responsibilities:

- Coordinate special event logistics and marketing with the Advancement Team
 - Create event ticketing and auction websites, event marketing emails/invitations, and other event promotions
 - With the Development Assistant, manage auction requests, tracking, packaging, and display (digital and at-event)
 - Coordinate ticket tracking, signage printing, and other vendor logistics as needed
 - Ensure accurate gift entry into donor database and stewardship of event supporters with Advancement Team
- Build annual marketing and communications calendar based on strategic priorities from Director of Advancement. Implement digital communications and marketing efforts to strengthen community engagement, donor relations, and brand awareness.
 - Create, edit, and send monthly e-newsletters, using inputs from the entire YC team and blog posts.
 - Provide content to traditional media and develop relationships with local media outlets.
 - Manage social media for the organization including content calendar, message/comment response, stories, reels, etc.
 - Assist with website content updates.
- Execute Annual Giving digital assets and appeals
 - Create and publish donation forms
 - Assist CEO with Annual Fund Year-End Match solicitation and tracking (lead gifts from Board and campaign response)
 - Create and send email appeals for Year-End Match and other campaigns as needed
- Manage the young professionals group, YP4YC
 - Work closely with the YP4YC Leadership Council and program staff to plan group activities and promote the interaction of the group with YC programs
 - With input from Advancement team, Lead YP in planning various fundraisers
- Ensure effective use of donor management systems to track fundraising activity, measure performance, strengthen stewardship efforts, and inform strategic decision-making.
- As appropriate, assist other departments and work as a member of interdepartmental teams to ensure the effective and efficient operations of Youth Challenge. This includes attending programs as needed. At all times, demonstrate collaborative behavior with supervisors and coworkers. Perform other duties as assigned, dependent on organizational needs and employee skills.



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

- * Bachelor's degree or equivalent experience required
- * Experience in the field of non-profit fundraising, media relations, or communications preferred
- * Knowledge and experience with special events, communications, marketing and donor management systems
- * Strong oral and written communication skills
- * Volunteer experience or community service background helpful

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common journals relating to the job description. Ability to respond to common inquiries or complaints from constituents, regulatory agencies or members of the community. Ability to effectively present information to the Board of Trustees, all levels of professional and support staff and public groups.

COMPUTER/MATHEMATICAL SKILLS:

High level of proficiency with Microsoft Office, including strong working knowledge of Excel and donor management systems.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret instructions and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Demonstrated capacity to maintain confidentiality and handle sensitive information. Excellent organizational and planning skills with ability to prioritize multiple tasks and projects to meet deadlines; outstanding attention to detail; flexibility and persistence; motivation and energy with the ability to work with little supervision and collaborate with other members of the team. Strong analytical and communication skills, both oral and written. Detail oriented, good customer service skills, great follow-up methods, and ability to effectively communicate with a wide variety of constituents.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, books, papers, pen/pencil and manipulate a keyboard; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.