



Title: Career Placement & Development Coordinator

Pay rate: \$15.00 per hour

Summary

The Career Placement & Development Coordinator works under the supervision of the Director of Strategic Initiatives and with key stakeholders to help identify employment partners for our current clients and maintain the client and Alumni database and communication strategy.

This position will dedicate 50% of their time supporting the development team and their priorities as needed.

Duties and Responsibilities: include the following. Other duties may be assigned.

- Work with the CRM programmer to develop the fields required to capture all relevant client and alumni information.
- Work with Career Education and Placement Center Coordinator to identify new client employment partners and enter them into the CRM system.
- Work with CEP Coordinator to achieve monthly touchpoint campaign goals with existing employment partners.
- Create a communication schedule with all Alumni that includes: Twitter, Facebook, e-news, surveys and other social media outlets.
- Coordinate the quarterly Alumni events
- Develop meaningful relationships with current and prospective donors and volunteers through direct phone and in-person contacts
- Support Volunteer Coordinator receive and respond to phone calls, email, postal mail, and visitors; answers routine questions and furnish information in a professional manner
- Process donations and prepare acknowledgement letters and other correspondence including year-end tax letters
- Enter and manage detailed donor and volunteer history through the use of eTapestry or Sales Force database, continually updating and correcting records to maintain accurate contact and biographical information; develop reports to evaluate donor engagement
- Act as an ambassador and speak on behalf of Saint John's at community and donor events to ensure Saint John's vision, mission, and impact are conveyed
- Maintain inventory of materials used for development and coordinate the ordering of new materials as needed
- Cultivate and organize volunteers to assist with development related task



Qualifications

- Bachelor's degree and at least 1 year of relevant agency or corporate creative group or equivalent internship experience OR a high school diploma with at least 4 years of relevant agency or corporate creative group or equivalent internship experience.
- Understanding of social media and how to effectively engage to support organizational goals
- Ability to work occasional evenings and weekends and travel as necessary
- Strong partnership building, marketing, and event planning skills
- Proficient computer skills in SalesForce CRM software
- Proficient in the use of Constant Contact software

Organization Description

The mission of Saint John's Program for Real Change is to unleash the potential of mothers in crisis to improve their quality of life and enrich the lives of their families.

Saint John's operates the largest shelter program in Sacramento County, and the only one focused exclusively on homeless mothers and children - the most rapidly rising segment of the homeless population nationally. Established as an emergency shelter in 1985, Saint John's now provides not only shelter, it provides a hand up and out of poverty through a trajectory of services focused upon preparing them for employment and self-sufficiency. Included in this continuum are three housing programs and three social enterprises.

Saint John's Program for Real Change is an equal opportunity employer.

To Apply:

If you meet the qualifications described herein, please submit in your resume/cover letter using the link provided:

<http://hrtogo.agileats.com/CareerPortal/JobDetail.aspx?RequisitionId=12009&SourceId=1307>