



## **Programs & Communications Coordinator**

### **Job Description**

Updated November 2022

**Full-time, Exempt**

**Salary Range: \$35–55K**

**Reports to: Director of Policy & Partnerships**

### **Job Purpose**

The Programs & Communications Coordinator provides high-level administrative support to the Director of Policy & Partnerships, the Impact & Networks Manager, and other RDI staff to ensure smooth and efficient operations. This position will handle a wide variety of activities to ensure excellence in fund development, communications, and program operations.

### **Essential Duties**

#### **Program Operations Support (~50%)**

- Supports planning, execution, and evaluation of RDI's public policy, leadership, and economic vitality programs.
- Coordinates calendars to include scheduling appointments, meetings, and travel.
- Compiles, formats, edits, and publishes information for internal and external distribution. This may include writing correspondence, compiling data for reports, creating presentations, writing reports, editing, proofreading, and formatting documents.
- Assists in the coordination of logistics, programming, and participant recruitment for both virtual and in-person program events; provides programming and recruitment support for our Regards to Rural Conference.

#### **Fund Development Support (~30%)**

- Coordinates grant proposals and reports for submittal.
- Provides direct support and assistance related to donor and funder relationships.
- Maintains detailed records, spreadsheets, notes, and company files related to donors, funders, and grant opportunities.
- Coordinates the procurement of sponsorships and exhibitors for our Regards to Rural Conference.

#### **Communications Support (~20%)**

- Creates and coordinates social media and website content.
- Supports creation of monthly newsletter and Communications Team activities.

### **General Duties**

- Maintains RDI's core organizational competencies as outlined in the employee handbook.
- Follows RDI's financial project management guidelines outlined in the employee handbook as appropriate to this position.



## **Programs & Communications Coordinator Job Description**

Page | 2

- Contributes to RDI's welcoming culture by treating others with respect and valuing their uniqueness.
- Embraces and supports RDI's efforts to advance diversity, equity, and inclusion within our organization.
- Contributes to a diverse, collaborative team environment and promotes inclusion and cultural responsiveness.
- Performs other duties as assigned.

### **Key Qualifications and Skills**

- A Bachelor's degree or equivalent combination of education and experience.
- Experience with grant proposals and reports is preferred. Nonprofit background a plus.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, and external partners.
- Excellent organizational and communication skills.
- Database, website, and/or social media experience desired; design experience a plus.
- Demonstrates flexibility and adaptability to changing priorities with the ability to deal with time sensitive material and maintain realistic balance among multiple priorities.
- Ability to work independently on projects, from conception to completion, and must be able to work under deadline pressure.
- Works within and between teams (in-person and virtual) knowledgeably and professionally.
- Ability to communicate effectively with individuals from diverse backgrounds and cultures; Spanish language skills a plus.
- High level of skills with the Microsoft Office Suite; experience working remotely via Zoom or similar products.

### **Work Environment**

- This is a hybrid-virtual position, with the opportunity to either work at home or at RDI's office in Coburg, Oregon (or a combination of the two).
- RDI offers a 36-hour workweek and a flexible schedule within established hours of operation.
- Occasional travel is required.
- Duties may occasionally require long days to meet project deadlines.
- May require the ability to bend, push, pull, grasp, and lift up to 30 pounds.

### **What We Offer**

- A robust benefit package providing health, vision, and dental insurance
- Company contribution to your 401K account (after six months)
- Generous Paid Time Off (PTO) policy and ten paid holidays
- AAA membership



**Programs & Communications Coordinator  
Job Description**

Page | 3

**Application Process**

Deadline for application to be received is January 3, 2023.

Please submit:

- Cover letter
- Resume

Email to: [hr@rdiinc.org](mailto:hr@rdiinc.org)

Mail to:

Human Resources  
Rural Development Initiatives Inc.  
91017 S. Willamette Street  
Coburg, OR 97408

RDI is an equal opportunity employer that values diversity of all kinds. We believe that organizational behavior can disproportionately impact the most marginalized people in society. It is our policy to ensure that all individuals are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, gender identity, or veteran status. RDI strongly encourages applications from people with these identities or who are members of other marginalized communities to ensure that all are given every opportunity to succeed.