

COMMUNITY SUPPORTED SHELTERS  
1160 Grant Street, Eugene, OR 97402



## Job Title: Development Assistant

Part-Time 10 hrs/week to start with future possibility of 20 hours/week, \$15/hour

**Community Supported Shelters (CSS):** CSS fosters opportunities for community development, and safe, functional shelter in Lane County. CSS is known for their unique Conestoga Hut microshelters. The huts are built in intentionally designed communities that provide safe, supported, temporary housing to those in our community who are experiencing homelessness.

**Job Purpose:** This position is a key member of the Development Team with a particular focus on social media communications, website updates, and newsletter coordination, with event planning support and donor relations assistance as needed. The Development Assistant reports to the Development Director, and works closely with the Donor Relations Coordinator.

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### ROLES & RESPONSIBILITIES:

- Engage social media platforms like Instagram, Facebook, YouTube and Twitter to educate and inform the public about CSS.
- Effectively utilize a variety of online platforms such as Canva and Dropbox for Development projects involving graphics, photos and other design components
- Assist with the coordination and writing of monthly newsletter, including updating the website with newsletter stories and other information.
- Use Little Green Light (LGL) database to keep track of donor information and provide reports for the Development Team.
  - Analyze fundraising trends and conditions, and assist with the development of new funding sources
  - Assemble & distribute media, public relations kits, and press releases
  - Use CSS project management software (Trello) to track progress of Development Team projects
- Assist with the coordination of outreach events, fundraisers, presentations, personal meetings with donors, and tours.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent communication and interpersonal skills
- Expertise related to social networking and social media engagement
- Demonstrated ability to engage with respect, curiosity, and inclusivity with those who have different life experiences than your own
- Experience with, or the ability to quickly learn, WordPress to manage CSS website
- Ability to present CSS mission and values to varied community supporters
- Strong computer skills with preference for database management experience
- Shows attention to details
- Has good time management skills to meet team deadlines and can skillfully prioritize competing demands
- Is self-directed and takes initiative to enhance processes or procedures

## **WORKING CONDITIONS:**

- Current virtual working environment. Future shared office environment with other staff
- Travel to other program locations may require transportation
- Fundraising & tabling events occur offsite periodically
- Periodic changes in responsibilities may occur within a growing and evolving organization

## **TO APPLY:**

Send a resume and cover letter describing your related experience to:

Pujita Mayeda, Interim Director of Philanthropy

[pujita.csseugene@gmail.com](mailto:pujita.csseugene@gmail.com)

Application review will begin 10/1/2021 and continue until the position is filled.

*Community Supported Shelters (CSS) is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the American Disabilities Act. CSS encourages all qualified individuals to apply and does not discriminate on the basis of race, color, religion, national origin, age, citizenship, gender, marital status, pregnancy, sexual orientation, gender identity and expression, disability, genetic information or veteran status.*

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