



JOB OPENING

Posted: 1/1/2023

IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION, PLEASE FIRST REQUEST A DETAILED JOB DESCRIPTION BY EMAILING JILL@PIHTX.ORG.

Position Title: **Communications & Development Assistant**
Reports To: Director of Operations
Status: Part-time (10-15 hours/week)
Location: Lake Travis, Cedar Park/Leander, and Remote
FLSA Class: Hourly/ Non-Exempt
Compensation: \$20-22/hour DOE
Start Date: March 1, 2023

Summary

Partners in Hope – Texas is looking for an experienced, motivated communications and development assistant for our growing and respected nonprofit organization. As we expand our ministry in the coming years, we are looking for someone who will creatively help us share the PIH story, while also supporting our fundraising and development team.

This position assists with various tasks such as: social media post creation and management; website updates; writing projects; database management; photography; and support of other development and fundraising tasks.

Working hours and location are somewhat flexible, but in-person meetings are required several times a month. Occasional weekend work to take photos at events is also required.

This role will work closely with the operations director while also supporting the needs of our staff and board leadership team. The person hired for this role must have a love for faith-based ministry and a passion for the vision and mission of Partners in Hope, along with a willingness to adhere to PIH core values of: Community, Compassion, Connection, Commitment, and Christ-centered. Learn more about our history and ministry at www.pihtx.org and www.unexpectedconnections.org.

About Partners in Hope

Partners in Hope is an independent, collaborative nonprofit ministry focused on eliminating social isolation in Central Texas. We connect neighbors in need with ongoing community support through unique partnerships with local churches, other nonprofits, and servant-hearted volunteers. In 2021, Partners in Hope celebrated 10 years of service to the Lake Travis (LT) area. In 2022, we replicated this successful model and expanded our ministry to the Cedar Park/Leander (CPL) area.

Approved by: MBP
Date: 12/20/22