



## **POSITION ANNOUNCEMENT**

# **Communication and Development Associate**

Vera House, Inc. is a human service agency that provides unconditional care for individuals and families through comprehensive domestic and sexual violence prevention and intervention services. We believe in collectively serving members of the community and creating an environment of accountability for our services. We strive to provide our employees with flexible schedules, when possible, a level of autonomy to complete their work, and a culture of belonging. We strive to interrupt the norms that cause harm and perpetuate oppression.

This position will handle the day-to-day activities of the Communications and Development Associate position, which includes creating communications materials and helping support special events and other development activities.

### **RESPONSIBILITIES**

- Serve as a liaison and build positive working relationships with community members and partnering agencies
- Co-manage Vera House social media accounts, including creating strategies, content calendars, and analytics reports
- Design and produce Agency print and electronic materials consistent with the Vera House brand standards (e.g., e-newsletters, brochures, flyers, annual report, education and development packets, and editing videos occasionally)
- Assist with planning and execution of fundraising events
- Support all development activities, including donor relations, in-kind gift management, database management
- Assist with agency events (e.g., Report to the Community, Elder Abuse Conference, etc.)
- Assist with media outreach (e.g., creating targeted media lists, drafting pitches)
- Assist with website maintenance and upkeep
- Adhere to all Vera House policies, procedures, and safety protocols
- Process requests for Agency materials
- Ensure that all services are maintained in accordance with the Agency's mission and goals

### **QUALIFICATIONS**

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- Ensure that all services are maintained in accordance with the Agency's mission and goals

## **EXPERIENCE**

- Minimum 1-2 years of experience in communications required, including social media and graphic design experience

Salary range - \$43,000 to \$47,000 per year

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer.

**Interested candidates should submit a resume and cover letter to:**

**Hiring Manager  
Vera House, Inc.  
723 James Street  
Syracuse, NY 13203  
E-mail: [jobs@verahouse.org](mailto:jobs@verahouse.org)  
NO PHONE CALLS PLEASE**