Development & Communications Assistant

Homeless Children's Education Fund

FLSA Status	Part-Time, non-exempt
Hours	25 to 30 hours per week
Pay	$20 per hour
Revision Date	November 2026
Reports To	Aaleah C. Oliver, Administrative Coordinator
Works Closely With	MarCom Team (professional writer, news media consultant, Individual Giving Coordinator) and the President & CEO
Direct Reports	None
Work Environment	Primarily in-office; occasional evening and weekend events

About HCEF

The Homeless Children's Education Fund (HCEF) ensures that children and youth experiencing homelessness have the educational stability, support, and opportunity they deserve. We partner with shelters, school districts, community agencies, and institutions of higher education to serve more than 1,200 students annually through academic support, mobile learning, workforce development initiatives, and systems-level advocacy.

As HCEF continues to grow, so does the need for strong communications, development, and operational support that helps advance our mission. We are expanding our Continuum of Programming model, strengthening our Teen CEO career pipeline, increasing shelter-based services, and building capacity for greater regional impact.

Position Summary

The Development & Communications Assistant is a creative, detail-oriented team member who helps HCEF tell its story and grow its base of support. This role brings HCEF's social media to life with engaging posts, short videos, and event coverage; produces and distributes HCEF's eblasts and newsletters; keeps the website current; and maintains accurate donor and constituent records. The position also provides administrative support that keeps the office running smoothly.

The Assistant reports to the Administrative Coordinator and carries production responsibilities to the MarCom team. The professional writer and news media consultant create core content; the Assistant designs, publishes, and distributes it under the direction of the President & CEO.

Time Allocation (approximate)

- Communications & Digital Engagement: 40%
- Development Support: 35%
- Administrative & Office Support: 25%

Key Responsibilities

Communications & Digital Engagement

Social Media

- Post on Facebook, Instagram, and LinkedIn a minimum of three times per week on each platform.
- Help bring HCEF's social media presence to life through engaging, mission-driven content, including short-form video, reels, stories, and photo features.
- Capture photos and video at select HCEF programs and events, following HCEF's consent and child privacy guidelines.
- Edit photos and video for social media and other communications.
- Monitor comments and messages, flagging questions and opportunities to the appropriate staff.
- Track basic engagement metrics and share a brief monthly summary with the MarCom team.

Email and Newsletters

- Design and distribute eblasts, the quarterly newsletter, and the monthly update, working from content provided by the MarCom team and under the direction of the President & CEO.
- Maintain and update email distribution lists, ensuring accuracy and alignment with the donor database.

Website and Calendar

- Update the HCEF website based on input from staff and the MarCom team.
- Maintain the communications calendar and meet production deadlines set with the MarCom team.
- Support Annual Report production as needed, including gathering photos and assisting with layout and distribution.
- Prepare presentations and visual materials as needed.

Development Support

- Enter and maintain donor, constituent, and fundraising data in the organization's database.
- Assist with gift processing and donor acknowledgments.
- Maintain accurate records and update constituent information as needed.
- Support donor mailings, fundraising campaigns, and development projects.
- Prepare reports, lists, and materials for development activities.

Administrative & Office Support

- Receive, sort, and distribute incoming mail and prepare outgoing mailings.
- Greet visitors and serve as a welcoming point of contact for guests.
- Answer and direct phone calls and inquiries.
- Prepare conference rooms and meeting spaces for staff, board, and organizational meetings.
- Assist with scheduling meetings and maintaining shared calendars.
- Support filing, scanning, document management, and office supply needs.

Additional Support

- Assist with special projects and organizational events as assigned.
- Collaborate with staff to support smooth day-to-day operations.

What Success Looks Like

- HCEF posts consistently on Facebook, Instagram, and LinkedIn at least three times per week, with growing reach and engagement.
- Social media feels active and alive, featuring regular video and authentic stories of HCEF's work.
- Eblasts, newsletters, and monthly updates go out on schedule, are well designed, and reach accurate distribution lists.
- The website is current and reflects HCEF's latest news, events, and programs.
- Development records are accurate, current, and entered in a timely manner.
- Visitors, donors, and community members experience professional and friendly service.
- The MarCom team and staff can rely on dependable, timely support.

Qualifications

Required

- High school diploma or equivalent.
- Demonstrated experience creating and managing social media content, including short-form video.
- Working knowledge of Canva or similar design tools.
- Strong attention to detail and data-entry accuracy.
- Proficiency with Microsoft Outlook, Word, and Excel.
- Strong organizational, writing, and communication skills.
- Ability to manage multiple deadlines and maintain confidentiality.
- Reliable, professional, and customer-service oriented.

Preferred

- Associate's or Bachelor's degree in communications, marketing, digital media, or a related field.
- Experience with email marketing platforms, including Salsa or similar.
- Experience updating websites through a content management system.
- Photography and video editing skills (for example, CapCut, Adobe Express, or Premiere Rush).
- Experience with databases, CRM systems, or donor management software.
- Previous administrative, office support, or customer service experience.
- Experience working in a nonprofit environment.

To Apply

Please email a resume, a brief cover letter, and two to three samples of your work, such as social media posts, short videos, newsletters, or designed materials, to **info@homelessfund.org**, ATTN: Development Assistant Hiring Coordinator. Links to accounts or a portfolio are welcome.

Note: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities, as needed.