



WE ARE HIRING!

OPERATIONS AND COMMUNICATIONS ASSOCIATE

Qualifications and Experience

- Bachelor's degree in marketing, communications, or other related experience
- 3-5 years experience/expertise working on websites, social media, and graphic design
- Knowledgeable and familiarity with Microsoft Office Suite, WordPress or related website management system, Constant Contact or related system, Donor Perfect or related donor management system a plus

Compensation

- Salary negotiable based upon experience and skillset
- Competitive benefits

Required Skills

- High-energy, caring, and innovative self-motivated team player with a passion to succeed
- Exceptional organizational and communication skills
- Ability and confidence to work collaboratively, and with enthusiasm with varied constituencies
- Dedication, flexibility, attention, and creativity are a must
- Basic fundraising and stewardship knowledge

Hours

- Full time - 40 hours per week
- 20% work from home option

APPLY NOW

myframeworks.org/join-our-team

