



**Public Relations Coordinator / Grant Writer**

Part-time: 30 Hours/Week (.75 FTE)

Reports to: Development Director

**Principal Duties and Responsibilities:**

1. Coordinate all agency public relations activities:
  - Serve as primary media resource and contact for Catholic Charities and all of its programs
  - Formulate direct activities to implement the communications strategy expressed in Catholic Charities Strategic Plan
  - Establish and maintain positive relationships with members of electronic and print media
  - Identify key human-interest stories and publicize them through media releases and key media contacts
  - Develop with Development Director and appropriate manager(s) plans and media statements related to communications/public relations crises
  - Develop, distribute and follow-up on news releases in support of organizational initiatives (e.g., new Board Members, new programs, fundraising activities, events, agency management changes)
  - Maintain communication with archdiocesan parishes by providing agency bulletin announcements as required.
  - Support other initiatives to enhance public awareness of Catholic Charities, including:
    - Oversee the Catholic Charities website and updating of it (with the exception of employment opportunities)
    - Direct the design, production and final review of communication tools, e.g., agency-wide and Catholic Charities program specific brochures, annual reports and other materials
2. Oversee all agency grant writing activities:
  - Research funding opportunities for Catholic Charities programs and services
  - Gather necessary background information and write proposals for government funding and private foundation opportunities
  - Track reporting requirements for grants awarded
  - Maintain grant files

**Qualifications:**

- Bachelor's degree in Communications, Marketing, Journalism, English or related field.

- Minimum of two years experience in marketing, communications or public relations field.
- Excellent written and oral communication skills.
- Demonstrated experience with developing proposals for funding requests, preferably with both government funding entities and private foundations.
- Demonstrated experience preparing press releases, brochures, annual reports and/or newsletters.
- Excellent interpersonal skills – ability to relate effectively with the media, general public and fellow personnel.
- Ability to work independently with little supervision.
- Strong proficiency in all modules of Microsoft Office.
- Familiarity with the mission, teachings and structure of the Catholic Church.
- Demonstrated ability to maintain confidentiality.
- Ability to work effectively in a team environment.
- Ability to work creatively and flexibly in a changing organization.
- Demonstrated analytical and problem solving skills.
- Web design or oversight experience preferred.

\*\*Hours may include some evenings and weekends.

Salary: \$30,000—33,750 annual for 30 hours/week (0.75), plus full benefit package.

To apply, complete Catholic Charities application form and submit, along with cover letter and resume, to:

Catholic Charities  
Human Resources  
2740 SE Powell Blvd, #5  
Portland, OR 97202