

## **Marketing & Fundraising Coordinator**

Village Cohousing Works (VCW) is a Spokane County nonprofit providing homeownership opportunities to individuals and families vulnerable to homelessness.

We are seeking a dependable, detail-oriented part-time contractor to provide administrative and communications support to our fundraising and marketing efforts over a 9-month period.

This role is primarily remote, with occasional in-person meetings or events in Spokane County. It is well suited for someone seeking steady, flexible work that contributes to meaningful community impact.

You will support monthly committee coordination, routine communications, and record organization that help our volunteers and leadership stay focused on fundraising and outreach.

### **Schedule & Compensation**

- Part-time contract (10 hours/week)
- Pay:\$25/hr

### **Key Responsibilities**

- Design fliers, handouts, and other marketing materials as needed.
- Facilitate fundraising/marketing meetings each month. This includes setting & distributing agendas, taking notes, and writing minutes.
- Develop and manage quarterly newsletter mailings, and monthly meeting alerts using Mailchimp.
- Coordinate social media marketing content by collecting content (stories, photos, updates) from throughout the organization.
- Support quarterly fundraising mailouts (copy support, design coordination, printing and mailing logistics).
- Maintain organized volunteer lists, donor forms, and board records.
- Manage shared folders and documents in Google Drive.

### **Required Skills**

- Strong written communication and organization.
- Proficiency with Google Workspace, including Docs, Sheets, and Drive.
- Familiar with Zoom, ability to facilitate virtual meetings.
- Willingness to train on Mailchimp for regular mailouts.
- Team player who is flexible, creative, and organized.

### **Preferred Skills**

- Familiarity with Canva or other design software.
- Experience with nonprofit communications or fundraising

**How to Apply** Please submit a resume and brief note of interest to:

[director@villagecohousingworksspokane.org](mailto:director@villagecohousingworksspokane.org)