



**POSITION: Development & Program Assistant**

**REPORTS TO:** Executive Director

**Position Description** – The Development & Program Assistant is responsible for assisting the Executive Director in the efficient operation of development, communications and administrative functions of Immanuel Community Services (ICS) programs.

**ABOUT IMMANUEL COMMUNITY SERVICES:** Immanuel Community Services (ICS) strives to alleviate the effects of poverty, hunger, homelessness and addiction by providing community-based social services to those in need through four programs in the Cascade Neighborhood of South Lake Union in Seattle. Through our Hygiene Center, Food Bank, Recovery Program Shelter and Community Lunch, we strive to build relationships and be a place where people can become connected and involved. We work together, side-by-side, to maintain dignity, rekindle hope and create a community of belonging.

**MAJOR RESPONSIBILITIES**

**Development:**

- Database Management – Act as the lead staff person for donor database, Network for Good. Ensure that database is accurate and up-to-date with correct donor information.
- Process all cash, check and electronic gifts. Work with bookkeeper to maintain accurate donor records. Coordinate donor acknowledgments in a timely manner.
- Prepare, print and mail Year- End Giving Statements.
- Assist the Executive Director in the organized implementation of fundraising, marketing and community relations events and activities.
- Receive and track in-kind donations; coordinate needs (wish) lists.
- Grants – Research grant opportunities, prepare Letters of Inquiry, work with Executive Director to complete grant applications and coordinate reports as needed.

**Communications:**

- Mailings – Coordinate mailings of all materials sent from the Executive Director’s office, for example, newsletters, Annual Report, Year-End Mailing and thank you cards. This includes organizing necessary paper products to create mailing, creating mailing lists, printing labels, order postage and ensure that mailing is put together and mailed.
- Newsletter & Print Materials - Work in collaboration with Executive Director to design, proof, print and mail newsletter, post cards, fliers and posters as needed and update as needed.
- Electronic Communication – Coordinate all electronic communication on behalf of the Executive Director. Design email, manage recipient list and update email addresses.

**Social Media & Electronic Media:**

- Coordinate social media efforts on behalf of Immanuel Community Services using Facebook, Instagram, Twitter, Hootsuite and LinkedIn.
- Communicate ICS mission, programs, values and successes through storytelling and images.
- Website – Ensure web content is up-to-date and accurate. Update information in a timely manner.

**Program and Office Support**

- Food Bank – Manage weekly data entry for Food Bank. Manage & send required reports, print weekly visitor sign-in sheet and track volunteer information and volunteer hours.
- Hygiene Center – Print sign-in sheets monthly, track monthly hygiene data. Keep bulletin board up-to-date.
- Print and post appropriate signage for Food Bank, Hygiene Center and Community Lunch as needed for program closures, schedule changes, severe weather shelters, rules and other relevant signage.
- Assist Executive Director with Volunteer Coordination.
- Fill-in for Program staff as needed for vacation, sick leave or special events.
- Provide office organization for Immanuel Community Services: filing, storage, supplies and other organizational needs.
- Provide assistance answering the phone and door as needed.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree or related experience.
- Excellent verbal and written communication skills.
- Excellent organizational skills with strong attention to detail.
- Ability to take directions, ask questions and work independently.
- Computer skills including database management, Microsoft Office and social media.
- General knowledge – or a willingness to learn - about homelessness and its surrounding issues.
- A positive attitude and a great sense of humor. Ability to work well with staff and clients.

**COMPENSATION & COMMITMENTS**

**Compensation:** ICS will provide compensation of \$15.00-\$16.50 per hour

**Hours:** Part-time; 18 hrs./week. Additional hours may be required during special events. Hours are flexible Monday-Friday, 8:30am-5:00pm.

**Health Care:** ICS will provide an additional 15% benefit to be contributed to retirement or health plan of your choice.

**To apply, please send resume and cover letter to:**

Shawna McMahon, Executive Director  
Immanuel Community Services  
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Seattle, WA 98109  
(206) 622-1930 x 102  
[shawna@icsseattle.org](mailto:shawna@icsseattle.org)

*Immanuel Community Services in an Equal Opportunity Employer*