

The Ark United Ministry Outreach Center

Location of Position: Athens, Georgia
Position: Program Coordinator
Classifications: Part Time, 20 hours per week
Report to: Executive Director

Primary Purpose: The Program Coordinator will be responsible for planning, implementing and managing all fundraising and public relations activities for The Ark. Position also requires direct client advocacy including interviewing and determining eligibility of financial assistance.

The Agency: The Ark is an outreach agency that provides emergency financial assistance needs to the low-income population of Athens-Clarke and surrounding counties. The agency is funded by church congregations in the Athens Clarke county area. Fundraisers, individual donations and grants account for half of the agency funding.

Pay: Hourly \$14.00 - \$16:00/hr

Responsibilities and Duties:

1. Planning, organizing and execution of all agency fundraising events
2. Develop and implement new fundraising initiatives
3. Build external relationships with new and existing donors
4. Create quarterly newsletters, flyers and brochures
5. Prepare press release to publicize The Ark events
6. Oversee website and other social media sites
7. Oversee Volunteer Schedule
8. Answer phone calls, schedule appointments and interview clients when needed
9. Attend monthly Executive Board Meetings
10. Fill in for Executive Director when needed

Background and Necessary Skill Set: Bachelor's Degree and experience in fundraising and marketing/public relations required. Preference given to candidates with non-profit experience. Candidates should possess excellent verbal and written communication skills, the ability to multi task, be well organized, self starter and creative. Proficiency with Excel and Publisher is required. This candidate must possess the skills necessary to work with The Ark's client population. All interested parties should submit their resume and cover letter with three (3) professional references by 2/10/12 to:

The Ark United Ministry Outreach Center
640A Barber Street
Athens, GA 30601
email: arkumoc@msn.com with *Program Coordinator Position* in subject line
fax: (706) 353-1153
Full Consideration given to applications received by Feb 10,2012
No walk ins or phone calls