

Seven Hills Neighborhood Houses

Marketing and Engagement Coordinator

VISTA



About us:

As partners in the communities we serve, Seven Hills Neighborhood Houses is dedicated to improving the quality of life of West End Residents. As the CDC, we work to develop affordable housing and to offer a range of initiatives critical to the sustainable health of our community, such as equitable economic development, safety, sanitation, streetscaping, and neighborhood planning projects. We provide educational opportunities, host community events, and offer social services to neighborhood residents.

We also offer services that work to address:

- **BASIC NEEDS:** Helps community members meet the basic needs required to live
- **ADVERSITY AND CHALLENGES:** Removes obstacles that cause setbacks through counseling, financial assistance, advocacy, coaching and other direct support
- **SELF-SUFFICIENCY & STABILITY:** Support clients to maintain and achieve stability that improves their quality of life

Job Description:

- Seven Hills Neighborhood Houses is seeking a creative, detail oriented and community-minded candidate to create unique, visual, and written content that effectively engages the West End Community.
- Gather and research information to create a community resource guide for print and online distribution.
- Assist Community Engagement Director with the organization and implementation of new marketing plan.
- Assist with grant writing as needed.
- Assist with community engagement events as needed.
- Organize service/volunteering days.
- Flexible work schedule with option to work remotely.
- This is a yearlong position. Candidates must be available beginning June 6th, 2023 and will end on June 6th, 2024. Possible option to serve for an additional year.

Qualifications:

- Must have excellent communication skills, an eye for detail, and a willingness to work in coordination with multiple teams.
- Experience creating content for Facebook, Instagram and Wordpress, or similar platforms.
- Excellent writing skills.
- Photography and Videography skills a plus.

How to apply:

- Please submit your resume and cover letter to Emma Norbut at emma.norbut@7hillsnh.com. Please write "Marketing and Engagement Coordinator VISTA Application" in the subject line.

***Not familiar with the AmeriCorps program? We are happy to help you through the application process!* Find out more about becoming an AmeriCorps here:**
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