Part-time Marketing & Communications
Admin/Project Manager

Department: Marketing and Communications
Reports to: Vice President, Marketing & Communications

The East Bay Communication Foundation (EBCF) is seeking a motivated individual to join a small, fast-paced team committed to executing our social justice mission with excellence. This part-time position will help drive marketing and communications efforts and provide critical support in several key areas: project management, marketing administration, research and coordination, and brand development. The Project Manager/Admin role will help ensure consistency and collaboration across foundation departments.

The ideal candidate is meticulous and detail oriented, passionate about our mission, and a quick learner. (S)he will support the Foundation's strategic journey and will work in coordination with other departments throughout the foundation including, Development, Donor Services, and Community Investment and Partnerships departments.

Additional Duties and Responsibilities
- Support the dept by taking on key administrative tasks including scheduling, billing & budget management
- Oversee the launch, management and delivery of all marketing projects/requests
- Assist with print production of Foundation collateral and assist with multiple media projects
- Support the implementation of visual identity rebrand through creative asset management
- Evaluate processes, submission forms to ensure efficiency and consistency
- Correspond with external partners on behalf of department as necessary
- Coordinate and execute website modifications, as necessary

Standard Qualities
- Commitment to professional excellence, positive attitude and strong work ethic
- Extremely organized, efficient and detailed oriented
- Ability to manage competing priorities in a dynamic environment
- Ability to execute short-term, deadline-driven tasks, as well as those requiring collaboration across depts.
- Strong work ethic and positive attitude with a willingness to be flexible to get the job done
- Sufficient interpersonal, written and verbal communication skills
- Experience with Microsoft Office suite required

To Apply
Please send a cover letter, resume, writing sample, and references to jobs@eastbaycf.org and include “MarCom Admin” in the subject Line. Applications will be acknowledged by email response. No phone inquiries, please.

About EBCF
Founded in 1928, the East Bay Community Foundation mobilizes financial assets and community leadership to transform the lives of people in the East Bay with pressing needs. This means bringing together the financial resources and leadership capabilities of charitable-fund holders with those of government, business, private foundations, and non-profit service providers in coordinated, grantmaking efforts to positively affect change. The foundation is committed to advancing a Just East Bay; where all members of our community are treated fairly; resulting in equitable opportunity and outcomes. For more information, please visit www.ebcf.org.

EBCF strives to be a leader in promoting equity and inclusion in its own operations and throughout the region it serves. EBCF also holds itself accountable to equity and inclusion by creating and retaining a Board and staff that reflect the diversity of the East Bay so that it can provide donors and communities with the broadest possible perspective.

*EBCF is an equal-opportunity employer. People of diverse backgrounds are encouraged to apply.*