



The Philadelphia Association of Community Development Corporations (PACDC) is seeking a Membership and Communications Coordinator to provide support to our Community Development Leadership Institute activities and communications efforts.

Organizational Overview

PACDC is a 25-year old non-profit membership organization that serves the community development sector of Philadelphia. Since its incorporation in 1992, PACDC has played a leadership role in securing increased funding for affordable homes and neighborhood economic development activities; spurring policies, strategies and systems change that advance equitable neighborhood revitalization; and providing training and technical assistance to build practitioner capacity. PACDC has 125 members (50 of which are CDCs) who are involved in housing and community development throughout Philadelphia, including developing and repairing affordable homes, strengthening neighborhood shopping districts, and undertaking other activities to address the needs of residents and improve the quality of life in lower income communities. More information can be found at www.pacdc.org.

Position Overview

PACDC is seeking an enthusiastic and creative person to fill the position of Membership and Communications Coordinator. He/she will work to enhance PACDC's organizational image, and develop and implement strategies that effectively communicate PACDC's mission, programs, and benefits of membership to key target audiences. The Coordinator will also advance strategies to support the growth of PACDC's membership and provide support to the Philadelphia Community Development Leadership Institute, PACDC's training and technical assistance arm. This person will work closely with other staff and committees.

Key Responsibilities

- Play a leadership role in developing and implementing plan to grow PACDC's membership and the engagement of its members.
- Conduct outreach, cultivation and renewal of current and prospective members, including member site visits to identify needs, and attending member events.
- Respond to member inquires for information/referrals.
- Provide planning and implementation support for Philadelphia Community Development Leadership Institute trainings, annual Equitable Development conference, forums, symposiums, and programs, as well as other PACDC events, including logistics, registration and evaluation.
- Craft compelling communications to members and other stakeholders, including e-newsletters, e-mail blasts and other correspondence to promote PACDC, its programs, and opportunities for members.

- Help write articles/content for PACDC publications, including our annual magazine.
- Coordinate and contribute to the development of cohesive messages, images, and fresh content for PACDC's new web site.

- Participate in use of social media to promote PACDC and its members' programs.
- Manage all aspects of organization's integrated database system, including creating events and related registration forms, with support from Administrative Assistant.

Qualifications

Ideal candidates for this position will have a strong desire to advance PACDC's values and mission, and will bring a variety of experiences and attributes, including:

- Demonstrated successful experience, with a BS or BA in relevant field such as Communications, Journalism or Marketing, or commensurate experience.
- Excellent interpersonal, verbal and written communications and proofreading skills, with ability to effectively communicate and interact with a broad range of constituents and stakeholders.
- Demonstrated ability to think strategically, create plans, set objectives, track progress towards goals, and achieve goals.
- Demonstrated initiative, with ability to effectively organize, prioritize and complete assignments on deadline.
- Ability to work independently and as a team player.
- Creativity, enthusiasm, positive attitude, flexibility, a sense of humor, and attention to detail.
- Technology skills, including proficiency in Microsoft Office applications and database management; proficiency with web-based communication skills, such as basic html and social media, beneficial.
- Familiarity with Philadelphia housing and community development organizations, programs, and media beneficial.

Compensation

Compensation is commensurate with qualifications and experience. PACDC offers a competitive benefits package, including health, dental, life and disability insurance, leave time, and a 401k retirement plan.

To Apply

Resumes will be considered until position is filled. Please send a resume, cover letter summarizing your interests, qualifications, and salary expectations, and a writing sample, with "Membership and Communications Coordinator" in the subject of your e-mail to: jobsearch@pacdc.org.

PACDC is an Equal Opportunity Employer. Women and persons of color are encouraged to apply.