

NOTICE OF AVAILABLE POSITION

GOODWILL EMPLOYMENT OPPORTUNITY

Opening Date: 11/14/2011

Closing Date: 11/25/2011

Position Title: PUBLIC RELATIONS/FUNDRAISING ASSOCIATE

Summary Description: Under the direct supervision of the Director of Public Relations & Development, the Public Relations/Fundraising Associate will assist with all aspects of public relations and fundraising including but not limited to direct mail campaigns, database management, sponsorships and special events, public and media relations, online giving, donor cultivation developing programs to attract and build the database of donors for donated goods for the stores, donor communication, research, and planned giving. Works closely with the Division Director, members of the Board's Resource & Development Committee, and all staff.

**BENEFITS After successful completion of 90 Day Introductory Period Applicant will be eligible for health insurance, vacation, sick and holiday pay.

Qualifications: The Public Relations/Fundraiser Associate must possess a Bachelor's Degree in Public Relations, Marketing, Communication or related discipline. Two years or more experience in public relations, public speaking, relationship building, marketing, event planning, and fundraising preferably in a Non-Profit environment. The Public Relations/Fundraiser Associate must possess strong verbal and written communications skills, proficient with Microsoft Office Suite, desktop publishing software, and social media. Must be able to work in a fast-paced, deadline-oriented, high-performing team environment. Any combination of education and work experience will be considered.

Wage Range: \$14.50/hr.

Position Status: Full-Time

Part-Time

Contact: Human Resources; fax (562) 435-8152

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Is an Affirmative Action / Equal Opportunity Employer.