



Written Communications Specialist

Department: Development

Reports To: Development Coordinator

The Position: Work with the agency staff and Board of Directors to write stories and agency information for various publications.

Responsibilities:

- Research and write stories for quarterly e-newsletter.
- Gather and write stories of HIV Alliance clients, volunteers and staff.
- Other responsibilities as assigned by the Development Coordinator

Qualifications:

- Strong interviewing and persuasive writing skills
- Ability to communicate well with staff and Board of Directors in order to translate information to written word
- Ability to work independently on projects, with guidance from Development Coordinator
- Efficient time management skills and ability to manage multiple projects
- Team player who is self-motivated, energetic, and enthusiastic
- Ability to pass agency criminal background check

Time Commitment: 5-10 hours/week; at least 2 terms (6-9 months). Flexible schedule.

Benefits: Experience working in nonprofit communications. Learn how to build outreach materials. Build up portfolio, resume and community contacts. Gain professional references and possible letters of recommendation.

For more information, contact: Melissa Adelman, Development Coordinator
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