



ADMINISTRATIVE COMMUNICATIONS COORDINATOR Job Description

Maine Cancer Foundation (MCF) seeks an Administrative Communications Coordinator to join our small and dedicated team of professionals working to reduce the burden of cancer in Maine.

The Administrative Communications Coordinator reports directly to the Director of Operations and is responsible for supporting Maine Cancer Foundation's multi-channel communication and marketing plan, annual giving strategies and general office management.

The Administrative Communications Coordinator position is a full-time, benefits eligible opportunity. The position requires approximately 5% statewide travel and some weekend and evening hours.

PRIMARY JOB RESPONSIBILITIES *(not intended to be all inclusive)*

- Manage day to day **Administrative** operations including:
 - Field MCF inquiries and provide stellar customer service to our donors, event participants, collaborators and all customers through a variety of communication channels including: phone, email, mail, in-person visits to our office and through social media.
 - Manage and maintain office equipment, materials and supplies
 - Assist with scheduling, coordinate mailings, database and data entry management
 - Facilitate and support conference and event planning and logistics and office meetings
 - Research and collect information, data and materials to inform our decision-making for events, programs and projects
 - Process donations; coordinate and prepare acknowledgement letters
 - General support of Community Outreach, Events, Programs and initiatives as needed. MCF events and programs include: Tri for a Cure, Twilight 5K, Mary's Walk, Sugarloaf Charity Summit, Challenge Cancer Conference, Patient Navigation Project ECHO
- Coordinate and support **Communications and Marketing**:
 - Assist with updates and management of MCF website
 - Support, edit and influence MCF social media strategy
 - Develop content and produce electronic communications
 - Write, edit and distribute press releases
 - Work with all staff to develop and maintain portfolio of stories for use in outbound communications

DESIRED SKILLS

- Innovative, creative, self-starter
- Strong organizational skills and attention to detail
- Demonstrated ability to write for a broad range of audiences; strong editing skills
- Basic knowledge and experience with video and/or audio recording/editing
- Experience working with a team to plan and implement a complex, multi-tiered communication strategy

- Knowledge of, or experience with, communications and marketing in a non-profit setting
- Ability to manage multiple concurrent projects
- Demonstrates excellent written and verbal communication skills
- Exhibits experience with social media mechanics, trends, software skills and internet research abilities
- Experience with public health and the oncology landscape and community in Maine, preferred
- Comfortable working in a fast-paced environment
- Expertise with Raiser's Edge or other CRM required. Experience with Donor Drive or other peer-to-peer fundraising software preferred

QUALIFICATIONS

- Bachelor's degree preferred
- 1-3 years' experience working in a similar position/industry or nonprofit preferred
- Ability to work flexible hours when necessary and travel as needed
- Valid unexpired driver's license

To be considered for this position, please submit your resume and cover letter to careers@mainecancer.org.

No recruiters or phone calls please.

MCF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify or nation origin.