



Department of California
Committed to Serve... Those who served

Title: Dept. Social Media, Events and Grants Coordinator

Position Category: Non-Exempt Status

Hourly Range: \$17.50 to \$23/Hour (with occasional over-time)

Work Week: 28 hours per week (Part-Time)

Benefits: **Paid Sick Leave (IAW: HWHFA amended AB304-2015)**

Description of Position: (Veterans Preferred, but not Mandatory)

Definition:

Under general administrative directions and guidance of the Executive Director (ED), will undertake a wide range of responsibilities and duties; promoting AMVETS National & California Departments' Mission, Goals, Programs, and Objectives, as well as performing other related duties or tasks assigned by the Executive Director. Support the Department's multi-facet communications, by specifically staying up-to-date with current technologies and trends in social media, design tools and applications i.e., Twitter, LinkedIn, Pinterest, YouTube, Facebook, Instagram Foursquare and others. In addition, will diligently search for funding for projects and programs within the mission and goals of the organization. Do research and at times, write proposals to secure private and publicly funded grants. Assist in scheduling and planning Department events, (examples: Department Executive Conferences-Conventions, Transitional Meetings) including coordinating the preparation with local businesses, vendors and merchants, while staying within an assigned budget by the ED.

Distinguishing Characteristics:

This is a key department position, responsible for providing essential input related to the Department's structure and policies. The position receives directions from the Department's Executive Director and in-turn, reports to the ED. This position will ensure the Department Social Media venues are constantly updated and current, while assisting with Post(s) media activities. Assists the ED and staff in coordinating scheduled planned event or activities while working with various businesses to insure all the detailed requirements are available and met. Self-committed and resourceful to search & acquire possible funding (grants-scholarships-sponsorships, etc.) to help continue supporting the Department's Programs and Operational requirements. Assist in creating networks with businesses and other agencies to foster closer relationships to build support and teamwork with the AMVETS Department. Flexibility, the position may be required to administer and oversee a variety of other administrative support activities as directed by the Executive Director. The Utmost Characteristic is to be a "Team-Player," think of others, staff, members and veterans! Also Believe in: "Committed to Serve...Those Who Served."



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Qualifications:

The Dept. Social Media, Events and Grants Coordinator qualifications include a minimum of one to three years of administrative and program oversight experience, preferably in a nonprofit setting. The ability to multi-task, while maintaining schedules and managing administrative and responsibilities is necessary. The Coordinator will stay up-to-date with the latest digital technologies and social media trends. Have excellent communication skills in both written and oral to express AMVETS views creatively. Ultimately, the Coordinator should be able to handle the Departments social media presence ensuring high levels of media traffic and customer engagement. Attention to detail is paramount! The Coordinator must have the ability to work in tandem with other staff members to maintain a positive workflow throughout the office. Must support AMVETS Posts and work with AMVETS National to ensure successful communications and interactions with diverse cultures. **Note:** Veterans applying for this position must submit their DD214 as well!

JOB SPECIFICATIONS

Job Functions:

The following are typical duties to be performed by this position:

- Suggest new features to develop brand awareness, i.e., promotions and fundraising opportunities;
- Stay current in technologies and trends in social media, design tools and applications;
- Collaborate with Executive Director to identify fundable programs;
- Apply for and manage grants to further the success of programs and services;
- Search for grants, in both the private and the public sector;
- Network with potential contributors;
- Create and maintain required reporting techniques to grantors;
- Recommend policies and procedures to support a grant development program;
- Assist in developing budgets and maintain specific budget(s) for grant reporting;
- Ensure line items are correctly reported related to grants and/or programs;
- Monitor spending and productivity;
- Analyze data for reporting and grant program success;
- Advise Executive Director of new grant opportunities;
- Work closely with staff to assist AMVETS in various automation of administrative duties;
- Assist in the Development of the office and administrative procedures;
- Confer with representatives of various agencies and department, as well as business representatives from private industry;
- Prepare a variety of necessary forms and reports;
- Maintain administrative files;
- Operate a variety of modern office equipment;



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- Physical requirements includes: sitting, keyboarding, standing, walking, bending, push/pull & lifting 25lbs or more;- Assist and support Dept. Staff, Officers & All AMVET Members;
- Assist and support Department Staff, Officers, All AMVET Members and Veterans;
- Perform related duties and tasks as assigned by the Executive Director.

Send: Cover Letter and Resume (DD214, if a Veteran) To:

Email: deptamvetsca@gmail.com or

Mail: AMVETS Department of California

4969 E. McKinley Ave, Suite 207

Fresno, CA 93727

Questions Call: (559) 688-3407