

**About Old Mill Center for Children and Families, Inc.:**

Old Mill Center for Children and Families is a 501(c)3 non-profit organization that provides services to address the educational, social, emotional, and family needs of a diverse population of children. Our unique range of services allows us to provide multi-leveled, individualized and group support to at-risk children (age birth to 18) and their families. Corvallis is nestled in the heart of Oregon's Willamette Valley, within 90 minutes of the Portland Metropolitan area, world class skiing, and the spectacular Oregon coast. Corvallis has a residential population of 55,298 and is home to Oregon State University. This one-of-a-kind community is sure to capture your heart!

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

We are currently seeking a **Communication and Event Specialist**.

This position will support the Development team in all fundraising, marketing and communications efforts for OMC. The ideal candidate will operate special events and on-going activities related to our donor retention and solicitation. The candidate will implement communications strategies and activities to support fundraising as well as a direct line of communication for current and potential donors.

The applicant will take the lead role in production, updating, and cataloging of OMC brochures, displays, invitations, newsletter, direct mail and email appeals along with multimedia resources. Furthermore, the Communication and Event Specialist will take the lead role in maintaining and updating donor records, including non-financial information.

Our ideal candidate should have the below qualifications:

- Associate's or bachelor's degree in public relations, communications, or related field
- Minimum of three years of experience in a communication position, preferably in a social service and/or nonprofit fundraising or development setting
- Writing and editing experience
- Experience using Social Media as part of an overall Communication strategy
- Experience in design of brochures and other printed or electronic communication tools and application of brand standards
- Competence in or knowledge of InDesign preferred
- Knowledge of Microsoft Suites

If this is the job for you, **please include a cover letter and resume when applying.**  
Thank you.