



Marketing and Communications Specialist

Start Date: Immediate

Application Deadline: Open until filled

Pay: \$30.00 to \$35.00 dollars per hour (based on experience). Not to exceed 14 hours per week.

Position: Marketing and Communications Specialist (part-time)

About the Oak Hill Cemetery Historic Preservation Foundation

The Oak Hill Cemetery Historic Preservation Foundation (OHCHPF) is a 501(c)(3) organization. Our Historic Preservation Foundation's mission is to preserve the publicly accessible Oak Hill Cemetery (OHC).

Position Description

The Oak Hill Cemetery Historic Preservation Foundation is seeking a Marketing and Communications Specialist. The Specialist works on-site at one of the nation's most historic cemeteries. The Specialist will be responsible for creating and posting engaging content for the OHC website and its social media channels. The ideal candidate will have experience in nonprofit social media, writing, editing and the subject of historic preservation. This is part-time and does not include benefits. The successful candidate will possess excellent communication skills and the attention to detail necessary to create exceptional work product representative of The Oak Hill Cemetery brand. The position is with the Oak Hill Cemetery Historic Preservation Foundation, an affiliate of Oak Hill Cemetery Company. The Specialist will work in collaboration with the OHC team and will be supervised by the Development Directors at the Oak Hill Cemetery Historic Preservation Foundation.

Primary responsibilities include:

- Utilize the principles and techniques of mass and targeted communications.
- Research and create content for and manage OHCHPF social media platforms and website.
- Respond to and engage with OHCHPF's online audiences.
- Coordinate social media communications with OHCHPF's community partners.
- Attend OHCHPF events and partnership events and post in real time.
- Assist in the development of print and online marketing materials.
- Provide general administrative and logistical support to development team to include, event planning and logistics.
- Efficiently and effectively completing assigned tasks and making decisions independently as appropriate.
- Coordinate donor mailings, both email and postal.
- Assist with the donor acknowledgment process.
- Assist with database with correct names, addresses, etc.
- Take on additional responsibilities & tasks as identified or at the request of the Directors.

Qualifications:

- Bachelor's degree in graphic design, marketing, public relations, or other related field preferred.
- A minimum of two (2) years of experience working in a marketing-related position.
- Must be social media savvy and regular user of social media.
- Experience with web languages and tools (HTML, CSS, PHP/MySQL, Wordpress website).
- Familiarity with communication tools such as Hootsuite and SurveyMonkey.
- Adapt to and use constantly changing technology in the performance of job duties.
- Experience with campaigns and fundraising.
- Displaying a positive approach to interacting with the public, customers and donors.
- An independent thinker who assumes responsibility beyond what is asked, and takes initiative for positive change.
- A motivated self-starter who is autonomous and dependable.
- Advanced computer and information technology skills, including
 - Prior use and understanding of WordPress website, Mailchimp or Constant Contact and Microsoft Office Suite and
 - Graphic design experience
- Experience with photo/video creation and editing, preferred.
- Excellent writing and verbal communication skills with meticulous attention to grammar and punctuation.
- An entrepreneurial executor who takes pride in doing what it takes to get the job done, and done well.

Expected Hours of Work: Beginning work schedule will be **all** Tuesdays and Thursdays. However, at times this job requires the employee to work a varied schedule, including some weekends (Saturday and Sunday) and evenings. The position schedule is subject to change at any time as the discretion of management.

Application Process: To apply, please submit a cover letter, resume and references to loisbrown@oakhillcemeterydc.org. Please include "Marketing and Communications Specialist" in the subject line. No phone calls please.