



**Position:** Marketing and Social Media Coordinator (Hours negotiable)

**Supervisor:** Vice President of Communications

**Salary:** \$20-25/per hour

### **Summary and Background**

The Foundation for Delaware County is seeking a temporary, part-time Marketing and Social Media Coordinator to support our communications, marketing, advancement, and public health programs.

The Coordinator will help strengthen the Foundation's brand and visibility through storytelling, content creation, and design. Responsibilities include developing marketing materials, managing social media channels, supporting email campaigns, assisting with website updates, and helping promote the Foundation's public health programs.

### **Key Responsibilities**

- Research marketing and design best practices for campaigns and initiatives (e.g., social media ads, invitations, flyers, banners, etc.)
- Creation of graphics and flyers for social media/promotional materials
- Draft and schedule social media content through Loomly; monitor performance and analytics
- Assist with website updates
- Help compile external and internal e-newsletters, including coordinating the content, photo selections, and layout using MailChimp
- Support the production of the annual report, including photo shoots and cataloging photos for the report
- Provide support for external events, including photography and video

### **Qualifications**

- An interest in nonprofit communications and marketing
- Prior experience with social media (professional or personal experience)
- Microsoft Office Suite proficiency
- Excellent organization and attention to detail
- Strong writing and editing skills
- Graphic design skills are a plus (Canva and/or Adobe Suite)
- Familiarity with WordPress and MailChimp or similar platforms is a plus
- Excellent interpersonal skills

- Knowledge of Delaware County and its various communities is a plus
- Physical Requirements: Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

The Coordinator will need to use their own reliable transportation to travel across the county and region to business-related activities and events. Mileage reimbursement is available at the approved IRS mileage rate.

## **Mandates**

- Annual Influenza Immunization (during flu season).
- The Foundation requires all employees to be fully vaccinated against COVID-19. This includes the initial vaccination series (first and second doses) and two booster doses. If you have not completed this vaccination series, you are required to receive the most up-to-date COVID-19 vaccination before your start date, in line with current public health guidelines. Proof of vaccination must be submitted as part of the onboarding process.

As an organization with a public health focus, we must continue to protect the safety of our clients, our community, and ourselves by doing all we can to reduce the impact of COVID-19 and the Influenza disease.

## **About The Foundation for Delaware County**

The Foundation for Delaware County is the largest grantmaking philanthropy in Delaware County, PA. One of 900 community foundations across the U.S., the Foundation offers support and resources for nonprofits of every size, helps generous people give with more impact, brings together funders, nonprofits, and elected officials to address critical community problems, and responds to major challenges and crises as they arise.

In addition to grant funding, the Foundation operates the Center for Nonprofit Excellence to strengthen Delaware County's nonprofit community through training, workshops, and peer learning opportunities. The Foundation encourages philanthropy by connecting donors to worthy causes through efficient charitable giving vehicles like donor-advised and scholarship funds. The Foundation hosts Delco Gives annually. In 2025, more than \$2.1 million was raised for 306 local nonprofits during Delco Gives.

With headquarters in Media and service sites in Eddystone, Upper Darby, and Springfield, the Foundation operates public health programs, including Healthy Start, the WIC nutrition program, and Nurse-Family Partnership. Other programs include El Centro (a Hispanic resource center), a health resource center for students in the Chester Upland School District, and the Housing Opportunities Program for Equity (HOPE). To learn more, visit the Foundation at [www.delcofoundation.org](http://www.delcofoundation.org) and follow them on Facebook, Instagram, LinkedIn, and X at @DelcoFdn and visit [www.delcofoundation.org](http://www.delcofoundation.org).

*The Foundation is currently working in a hybrid work environment. When in the offices, this individual will work in a typical office environment. On a standard workday, most of the*

*time is spent sitting at a desk, using the computer, and speaking on the phone. However, at times, the Coordinator will be required to attend events or related outside meetings/events on behalf of the Foundation. These meetings/events may take place outside of regular business hours and outside of the main office in Media.*

*The Foundation for Delaware County is an Equal Opportunity Employer with a high-performance and continuous improvement culture that values learning and a commitment to quality. We use a supportive and collaborative approach in our internal operations and throughout our work in Delaware County.*

**Interested applicants should send a resume and cover letter to:**

**Katy: [klichtenstein@delcofoundation.org](mailto:klichtenstein@delcofoundation.org)**