



english for **NEW BOSTONIANS**

Communications and Development Associate

Use your social media savvy, organizing skills, and passion for equitable opportunities for immigrants as **English for New Bostonians' Communication and Development Associate!**

English for New Bostonians (ENB) creates opportunities for immigrants to learn English and pursue their educational, economic and civic aspirations. ENB's strategy includes investment, innovation, leadership and advocacy. We support English for Speakers of Other Languages (ESOL) programs and lead the statewide English Works Campaign uniting employers, community leaders, students, unions, and educators in the call for greater investment in English language learning programs. Each year, ENB programs provide a gateway for 1,100 immigrants to fully participate in economic and civic life.

If you are highly organized, a great writer, savvy social media user, and comfortable with databases, join ENB as our next **Communications and Development Associate**.

You will:

- Help meet ENB's mission by drafting content that promotes ENB's work, elevates the voices of immigrants, and makes clear how critical English learning is for immigrants, businesses, and an equitable society.
- Contribute to our fundraising by assisting with our successful annual campaigns and special events; and
- Keep us on track with a roll-up-your-sleeves attitude toward inputting database information, drafting meeting minutes, and juggling logistics for everything from an event to a mass mailing to email blasts to our supporters.

You will not be bored!

Reporting to the Director of Development, you will bring your love of clear, compelling, energizing writing to crafting compelling and interactive social media posts, website updates, a monthly newsletter, and special projects, particularly around our 20th Anniversary celebrations. The Communications and Development Associate will quickly get to know and understand ENB's cutting edge work for immigrant education, workforce development and social justice and be able to convey our successes to a wider audience. The Associate will enthusiastically support the Director of Development with the many important details that contribute to successful fundraising such as an accurate database, excellent quality for every event, and prompt donor communications.

The ideal candidate will have an understanding of the critical role immigrants play in our success as a country, and that learning English plays in enabling immigrants to fully participate in work, education, and community. ENB is growing quickly, and sustainable growth requires properly telling donors and the community about our successes. Those with graphics design, marketing, development, or even storytelling backgrounds are encouraged to apply.

Responsibilities

Communications – 50%:

- Craft content about ESOL students, ENB programs, events, advocacy issues, and other important and interesting information about the organization, its mission, and immigrants' contributions.
- Develop and maintain a regular schedule for posting on social media, drafting email blasts, and producing annual written materials such as the annual report and 20th Anniversary updates.
- Identify metrics that demonstrate the success of ENB's communications efforts and track and share metrics with the Development Director and the entire staff.
- Collaborate with other ENB staff to create program and organizational collateral when needed, including the annual report, program flyers and ads, etc. (graphic design consultant may assume larger projects).
- Help develop or update materials, outreach and communications for ENB initiatives, including ENB's English Works Business Council.
- Maintain website, including content updates and basic technical functionality.

Events– 20%

- Under the supervision of the Development Director, provide administrative and programmatic support for ENB events, including quarterly Business Council meetings, the Spring fundraiser, the Fall Raising our Voices event, grantee convenings, and others.
- Participate in regular event planning meetings and take accurate minutes.
- Ensure sponsors and funders are kindly and accurately recognized in ENB's communications.
- Manage event registrations and subsequent reminders.
- Track and report on attendee metrics.
- Oversee pre- and post-event surveys and feedback.

Development – 20%

- Maintain ENB's donor database, including entering, tracking, and acknowledging donations.
- Support the accurate and efficient use of the database, training other staff as needed.
- Contribute to the semi-annual email and letter fundraising appeals, including preparing prospective donor lists and reports, creating mail merged letter campaigns, coordinating volunteers for postal mailings, and tracking results.
- Prepare materials and help coordinate sponsorship requests to philanthropic, corporate, and other relevant sources.
- Track and prepare reports on board giving.
- Provide creative ideas and support on fundraising events.
- Assist the development team with proposal submissions and tracking.

General: 10%

- Provide support for other ENB programs when needed.
- Participate in weekly staff meetings and other organizational activities.
- Help to recruit and supervise interns on Communications and Development work.
- Perform other related duties as assigned and as grant funding changes.

Skills and Qualifications

This is an exciting opportunity for an early career communications professional who has many of the following attributes:

- Commitment to ENB's mission
- Bachelor's degree or an equivalent
- Excellent oral and written communication skills
- Experience using various media platforms to promote a cause
- Experience with graphic design, marketing, and/or communications highly desirable
- Highly organized, able to multi-task, prioritize work and meet deadlines with careful attention to detail.
- Event planning experience highly desirable
- Proficiency with Adobe Creative Cloud, Canvas, or a similar design suite
- Experience with CRM and donor databases, web content management systems desirable
- Video editing and streaming experience desirable
- Experience in copy editing desirable
- Strong interpersonal and relationship management skills required
- Willingness to work occasional nights as needed
- Bilingual capability in English and another language is desirable

This is a full-time position, with a mix of in-person and remote work days anticipated for the foreseeable future. Proof of completed course of Covid-19 vaccination and booster is required.

Salary and Benefits

In addition to great colleagues and the satisfaction of elevating the important contributions that immigrants make to Boston and our nation's success, the successful applicant can anticipate a salary range of \$47-\$50,000 depending on experience, and the following benefits:

- Excellent health and dental benefits.
- 403(b) retirement plan, with additional contribution by ENB after two years
- Generous paid time off package incl. annual office closure Christmas – New Year's

To Apply

Submit your résumé and cover letter as two separate PDFs. Title your resume with YOUR LAST NAME RESUME and your cover letter with YOUR LAST NAME COVER. Use the subject line "Communications and Development Associate" and send to info@englishfornewbostonians.org by 5.25.22. Applications will be reviewed as received.

ENB is an Equal Opportunity Employer and is committed to ensuring our staff and board reflect the racial, ethnic and linguistic diversity and lived experiences of the immigrants and others we are privileged to serve. People of color are highly encouraged to apply.