

Foundation Seasonal Employee

POSITION SUMMARY

Excellent opportunity for someone seeking non-profit work experience as a part-time, seasonal employee for the Ventura College Foundation. Ideal candidate will be a strong, collaborative, energetic individual who will primarily be assisting with program marketing, event coordination, and fundraising communications. Must be able to work with a variety of people and meet deadlines when assigned. If you like being around interesting people that are enthusiastic about their work, then the Ventura College Foundation would be a good match for you.

JOB DUTIES

- Oversight of the VC Foundation Student Ambassador Group to maximize program marketing efforts to campus community (staffing volunteers at events on campus, distributing marketing materials, classroom visits, club visits, social media posts, scholarship workshops, etc.);
- Event coordination including sticking to timelines, booking venues and vendors, reviewing invitation lists, mailing invitations, monitoring RSVPs, checking supply inventory, prepping event materials, event set up, etc.
- With the Development Manager's direction, helps coordinate the VC Foundation's annual giving and other special donor stewardship appeals including but not limited to direct mail and email campaigns;
- Proofs and edits development and marketing pieces as assigned including but not limited to the annual report;
- Assist in producing letters and envelopes for mass fundraising communications;
- Reviewing mailing lists and revising as needed;
- Supports effective working relationships with students, donors, board members, VC campus faculty & staff, vendors, volunteers and VC Foundation representatives to nurture their connection to the Foundation and portray a positive image of the organization.
- Other duties and responsibilities may be assigned (e.g. front desk support, filing, faxing, copying, and typing).

SKILLS GAINED

- Insight to the day to day operations of a non-profit;
- Strategic marketing to diverse groups;
- Project management experience;
- Budgeting;
- Increasing communication skills - written and oral.

EXPERIENCE & QUALIFICATIONS

- Proficiency in Microsoft Word and Excel
- Email proficiency
- Strong interpersonal skills
- Excellent verbal/ written communication skills
- Strong attention to detail, accuracy, and dependability
- Ventura College Student preferred; with knowledge/experience with Ventura College Foundation



VENTURA COLLEGE FOUNDATION
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THE FINE PRINT

- Minimum Wage
- Flexible Hours (not to exceed 8 hours/day and 40 hours/week)
- 60 hours over a 6 week period (October-November) and/or (March-April)
- Please email Julie Harvey, Development Manager, (jharvey@vcccd.edu) and Jaimee Hanna, Programs and Events manager, (jhanna@vcccd.edu) your application (which will include: cover letter, resume, and contact information for three references) by the end of the day on Sunday, September 30th.