Title: Communications Officer (Contract Position)
Salary: Part-time (approx. 15-20 hours per month) between $35 to $50 per hour, DOE

About SYL Foundation
SYL Foundation is a not-for-profit public charity founded in 2008. By combining compassion and philanthropy with strategic grant making, SYL Foundation strives to advance quality health care and education for all. Through its grant-making program, the Foundation addresses chronic inequities within the health and education systems by seeking and funding innovative programs primarily serving immigrants and refugees in Washington’s King, Pierce, and Snohomish counties.

Scope of Work
SYL Foundation is seeking a contract employee to manage and implement all aspects of our communications strategy. This is a new position and will be part-time with flexible hours. All communications materials will be bilingual (in English and Chinese), so the successful candidate must possess written fluency in Mandarin Chinese.

Responsibilities
The Communications Officer will be responsible for preparing and managing content development, cadence, and distribution of communication assets, including, but not limited to, the Foundation website, newsletters, social media (Twitter, Instagram, LinkedIn, etc.), and video projects. Specifically, the Communications Officer will:

• Create a yearly communications workplan/calendar and execute it to promote the Foundation’s efforts and impact.
• Ensure that the Foundation’s communications reflect its vision, mission, and guiding principles, and sets a tone of equity and inclusion.
• Ensure that messaging has a consistent voice that addresses a variety of audiences across all Foundation communications.
• Boost the Foundation’s social media presence and keep social media accounts active and updated.
• Communicate with grantees (under direction from Program Manager) in order to understand their programs and promote their work as Foundation grantees.
• Write quarterly articles (minimum four per year) promoting the Foundation’s work and the work of our grantees.
• Submit a minimum of two articles or blog posts a year to philanthropic affinity organizations or nonprofit publications.
• Create a full color annual report in print and digital formats.
• Assist Foundation President with Annual Event preparation as requested. This could involve assisting with presentation content, creation of video, and preparation of display board materials.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Qualifications
We are looking for an experienced communications professional who will be able to function independently while taking direction from Program Manager and President. The Communications Officer should possess the following skills and experiences:
• Minimum 3-5 years in communications with experience developing, implementing, and leading successful communications strategies.
• Commitment to SYL Foundation’s core values of equity and inclusion as well as the ability to understand complex social issues; ability to translate policy and research for stakeholders and a cross section of diverse audiences.
• Excellent written and verbal communications skills, as well as proven success implementing social media strategies.
• Demonstrated ability to prioritize, focus, work independently, and proactively execute multiple projects simultaneously.
• Must be fluent in Mandarin Chinese.
• Knowledge of local philanthropic community is a plus.
• Tech savvy and experience with WordPress and social media marketing (Facebook and Twitter) preferred.

Additional Information
The Communications Officer will have access to the Foundation’s office in downtown Bellevue but may conduct much of his/her work off-site. S/he must be available to meet with Foundation staff and with grantees in person. No relocation funds are available for this position. The Communications Officer will be free to determine his or her own schedule/hours as long as all responsibilities are met. S/he will be expected to provide monthly summaries of completed work to the Program Manager. We anticipate the position will require an average of 15-20 hours a month but the actual time required will vary by month and some months may require more time. The compensation range for this position is between $35 to $50 per hour, depending on level of experience and degree of Mandarin fluency. There are no benefits for this position. Fair Labor Standards Act (FLSA) Classification: Exempt.

If interested, please contact Rachel Allen, Program Manager, at programs@sylfoundation.org. Please send a resume and a cover letter detailing your experience and explaining your interest in the position. We will not be accepting phone calls about this position and will be accepting applications until February 22, 2019.

SYL Foundation is an equal opportunity employer and does not discriminate on the basis of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, religious belief, or any other protected status. Employment is contingent upon successful completion of a comprehensive background check.