



**THERE WITH CARE**  
Communications and Marketing Coordinator  
Job Description

**Organization**

There With Care's mission is to provide a wide range of thoughtful and fundamental services to families during the critical phase of their child's medical crisis. We serve families referred by medical agencies through a network of services and people who ease the burden of life's day-to-day obligations with compassion and care. We seek to meet each family's essential needs with individualized support ranging from grocery deliveries and prepared meals to transportation and cleaning services to newborn baby items and sibling care. In sum, There With Care enables families to focus on what is most important – their child and family.

Since 2012, from our warehouse in Redwood City, we have served over 1,500 families at Lucile Packard Children's Hospital on the Peninsula and UCSF Benioff Children's Hospital in San Francisco with the kindness of over 1,000 volunteers, 30,000 volunteer hours and \$1 million of in-kind items. We are poised for significant growth as we expand to establish our presence in the city to deepen our care to families at UCSF Benioff Children's Hospital in San Francisco.

**Role**

There With Care's marketing and communications focus on inspiring, informing, and engaging the community – including volunteers, donors, local organizations, and businesses – in support of the families we serve. Reporting to the Executive Director and guided by her and the Development Director, the Communications and Marketing Coordinator will help share There With Care's story and impact, and support the creation and production of marketing and communications in digital and print media.

**Responsibilities**

- Coordinate the creation and production of outreach materials (print and digital), primarily social media posts, website updates, event collateral, newsletters, and targeted campaigns.
- Provide general support to the Executive Director and Development Director in marketing and communications efforts.
- Ensure that marketing and communications content and design accurately and consistently reflect There With Care's organizational and brand values.
- Regularly communicate and coordinate with the Marketing and Communications Director at the founding chapter in Colorado for marketing, design, and layout support.

**Qualifications**

- Strong project management skills with a detail-orientation and excellent time management.
- Effectively collaborates with and coordinates others to complete tasks and meet deadlines.

- Able to accurately translate organizational and brand values into the content and design of marketing and communications materials – digital and in print.
- Knowledge of basic print and online production processes.
- Basic graphic design and layout skills. Familiarity with Adobe Suite is a must. Knowledge of InDesign a plus.
- Excellent communication (written and verbal) and listening skills. Copywriting skills a must.
- Familiarity with marketing on social media.
- Innately models the care, compassion and support reflective of There With Care’s core values.

**Compensation**

This is an hourly, part-time position, assuming 10 – 20 hours per month.

**How to Apply**

Please submit your cover letter and resume to [sara.alexander@therewithcare.org](mailto:sara.alexander@therewithcare.org).

**Criminal Background Check**

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

**Equal Employment Opportunity**

*There With Care reserves the right to modify job responsibilities as described above when necessary. Employee has all rights as described in California State laws. There With Care is an Equal Opportunity Employer.*