**Part Time Program & Development Specialist**



**EastLake Educational Foundation-Chula Vista, CA**

**Position**

Program & Development Specialist

**Position Summary**

The part time Program & Development Specialist (PDS) will provide key support to the Executive Director. The successful candidate is highly organized and detail-oriented, with a proven record of developing relationships with all types of people.

The PDS will spend most of their time engaging the community with STEM/STEAM programs and Alumni-type activities, and developing a robust database of constituents in the CRM Salsa. In conjunction with the Administrative Specialist, the PDS will post social media on Facebook and Instagram, and prepare mailings to constituents. He/She will provide administrative duties related to events and use fundraising events to further development efforts. The PDS will play a role developing sponsorships around events and programs. The PDS will be able to work well with minimum direction, manage time efficiently, and effectively prioritize information and requests. He/She will have excellent verbal and writing skills, able to adapt to changing circumstances, and is a team player. This position may require occasional evenings and weekends.

**Reports To**

Executive Director

**Responsibilities (include but not limited to):**

* Plan and execute STEM/STEAM programs as assigned
* Maintain physical and electronic records in the donor database management on CRM
* Build constituency base through engagement activities and programs
* Provide detailed written reports of meetings and events for the purpose of relationship building and planning
* Provide administrative support for events and programs, including taking and recording meeting minutes for committee meetings as needed, processing mailings, and social media postings.
* Contribute to communications efforts by providing images and written content for STEM/STEAM activities
* Participate in fundraising events.
* Other duties as assigned.

**Qualifications/Skills Required:**

* Proficient using MS Office Suite, including the ability to create & update spreadsheets create professional correspondence and mail merges.
* Proficient using a CRM
* Comfortable on social media platforms.
* Knowledge of updating websites a plus..
* Ability to adapt communication and interpersonal style to various audiences.
* Ability to multitask and prioritize assignments.
* Attention to detail and accuracy is essential.
* Strong oral and written communication skills.
* A self-starter who can work with little or no supervision.
* Reliable, organized, creative, enthusiastic, neat.
* Exceptional time management, planning, and administrative skills.

**Interested candidates please send resume and cover letter to janethfrancis@eefkids.org, including salary history and expectations. Those candidates meeting the above criteria will be contacted for an interview. Applications will be accepted until the right candidate is found. No phone calls.**

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