



Communications + Events Coordinator

We walk closely with adoptive and foster families to strengthen the relationships that carry children and their grownups forward. As we grow into our new space in downtown Phoenixville, we want to add someone to our team who loves people and bringing momentum to meaningful work. We want someone who finds deep satisfaction in seeing all the moving pieces of something important come together well.

As you imagine joining us, we want you to know:

- We serve and love children, parents, and families as an expression of our relationship with God.
- We're a close-knit team who cares a whole lot about each other while serving others. Our own relationships matter.
- We care about doing things with intentionality and excellence—the little things matter here.

WHAT YOU'D DO ON OUR TEAM

As a small nonprofit, everyone wears a few hats. The primary contributions you'd make in this role are to:

Grow Our Public Communications. The Sparrow Fund has a story worth telling, and we want someone who can help us tell it well. We are looking for someone to coordinate on our online storytelling, honoring the families we serve, the team behind the work, and the mission that drives us.

- Help to build and maintain a plan for utilizing social media platforms to tell our story to a larger community
- Develop content that invites people inside in ways that are sensitive, thoughtful, and true to who we are.
- Integrate our communications with our broader calendar of serving so that our story telling matches up with our work, including fundraising campaigns and event promotion.
- Monitor engagement and generate ideas for how we can grow and deepen community.

Build Our Donor Community. As a nonprofit, we raise money to do what we do; we want someone to help us thoughtfully grow and engage our donor community in ways that are congruent with how we serve more broadly.

- Manage project plans for our major fundraising efforts including Giving Tuesday, grant applications, and annual campaigns to grow our community of monthly giving partners.

- Coordinate our own Giving Tuesday giving and end-of-year donor gift giving plans with creativity and careful attention to detail.
- Coordinate our team to engage with our giving community and execute our plans with excellence.
- Help create an experience of community that connects, encourages, and inspires giving partners.

Coordinating Together Called. Together Called is our annual marriage retreat for adoptive and foster couples, designed to offer them a weekend to pause and experience connection with one another, with a community of others on similar journeys, and with God. We are looking for someone to coordinate the retreat planning process from start to finish.

- Maintain the master project plan for Together Called, tracking every task from early planning to follow-up after the retreat.
- Work closely with the staff to ensure tasks are clearly assigned, timelines are realistic, and nothing falls through the cracks.
- Coordinate staff and volunteers in creative and intentional ways.
- Help create an experience that encourages, equips, and empowers couples, attending to the details that make guests feel genuinely cared for and delighted.

QUALIFICATIONS

We are looking for someone who

- Can work 15-20 hours a week spread out across the week.
- Cares about details—not just to get things right, though we do like excellence, but because he or she values intentionality and little things that may go unnoticed but make a big impact.
- Communicates verbally and in writing clearly, kindly, and generously.
- Has proven experience in marketing, event planning, fundraising, and/or administration.
- Is skilled in balancing initiative with working collaboratively, carefully considering when to move forward and when to pause and check in.
- Wants to grow and is open to feedback (and humor).
- Knows how to use Microsoft Office. You don't need to be an expert, but you should feel comfortable using Word, Excel, and Teams and writing emails (we do a lot of that).

PAY + BENEFITS

This is a part-time position of about 15-20 hours a week paid hourly. Compensation will be based on education and experience. We also offer a 401K with a match.

To apply, please send your resume with a cover letter to info@sparrowfund.org