



Communications Associate **(20 Hours/week)**

Caring House provides patients at Duke Cancer Institute with peace of mind by providing affordable housing, a healing environment, and a positive and supportive community

Title: Communications Associate
Reports to: Director of Development
Job Status: Part-time nonexempt (up to 20 hours/week)

Caring House

Caring House provides lodging for 18 adult patients receiving long-term cancer treatment at the Duke Cancer Institute. Patients may have one or two caregivers stay with them during the course of their treatment with an average length of stay being 4 weeks. In addition to comfortable accommodations, Caring House also offers a “home away from home” environment for healing. The community that grows among the guests provides a source of support, compassion, acceptance, hope and comfort.

Position Mission

The Communications Associate (CA) plays a critical role in ensuring Caring House engages productively with a variety of stakeholders, while building rapport within the community. They work to service our existing audience, grow awareness of our mission, expand participation in our programs and events, and help develop a vision for our future. The position reports to the Director of Development and works closely with all staff members.

Responsibilities

Duties will include but are not limited to implementing a 360-degree communications plan for Caring House:

- Draft and generate content for all promotional materials in collaboration with team members in order to ensure all content (including Annual Impact Report, monthly e-newsletters, social media content and brochures), is on-brand and consistent in terms of style, quality and message
- Grow and monitor social media presence while engaging with followers in order to advance Caring House's brand identity, broaden awareness of our programs, and increase organizational visibility
- Promote Caring House and our events through a range of media and a variety of outlets, while devising a strategy to make the mission of Caring House compelling to a wider audience
- Managing internal oversight and upkeep of website

Qualifications

- Bachelor's Degree in Communications, Journalism, English or an equivalent combination of education and experience
- Excellent written and oral communications skills, with the ability to engage audiences
- Proficient with digital and social media platforms
- Graphic Design knowledge and experience
- Detail-oriented, with eagle-eye editing skills and keen sense of design and emerging trends.

To apply:

Please email cover letter, resume, writing and graphic design samples to development_manager@caringhouse.org by May 17th. Interviews will take place May 20th to May 31st.