

SENIORS FIRST, INC. JOB POSTING

PART-TIME COMMUNICATIONS & SPECIAL EVENTS COORDINATOR

Veterans Preference

Job Summary: Supports the Development Team and Agency Communications efforts to ensure a unified brand identity, quality standards and achievement of goals and objectives. This position will assist with the production and distribution of marketing and promotional materials, including website, social media, annual reports, e-newsletters, brochures, advertisements and appeals. High School diploma, GED or equivalent required, AA or BA degree in a related curriculum preferred. One to three years' experience in event planning, marketing, public or community relations preferably in non-profit. Work experience may substitute for formal education. Knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook as well as Canva, Photoshop, PowerPoint, InDesign, Open Shot Video, etc. Must be able to learn other software programs required by the department and/or agency. A valid Florida Driver's License, a clean driving record, reliable transportation and proof of auto insurance. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time requires frequent walking, standing, stooping, lifting to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required.

Essential Functions

- Assists with the coordination of annual signature fundraising events (including but not limited to High Tea & Hats and Turkey Trot) and appeals including sponsorship development and fulfillment.
- Assists with the implementation of the annual communication plan across the stakeholder audiences which articulates mission and vision.
- Provides administrative support, maintaining and monitoring agency results of communication efforts and special event results as well as schedules, digital files and libraries, etc.
- Prepares, writes and submits articles for the agency newsletter and other publications and is responsible for distribution.
- Assists with development of content for digital and printed materials including but not limited to e-newsletters, website pages, social media graphics/posts/videos, brochures, annual report, event programs, advertisements, infographics, presentations, etc.
- Assists with research on industry trends and benchmarks.
- Attend administrative and departmental meetings, and other community and agency activities relating to marketing and community relations and captures photos and videos for department library.
- Make presentations to organizations and businesses in the community on behalf of the agency.
- Conducts interviews with clients, donors, and volunteers to capture compelling stories.
- Embraces the agency mission and vision and is an example of organizational values.
- Treats clients, staff and others with dignity and respect.
- Performs other duties as assigned.
- Requires some evenings, weekends, and holidays for special projects and programs.

Related Knowledge/Skills/Abilities

Excellent organizational skills and a strong attention to detail. Ability to handle multiple projects with demonstrated time management skills. Drives a personal or company-owned vehicle to off-site meetings, events, lunch sites, and other business locations as needed. Demonstrated ability to work under pressure and meet deadlines. Ability to handle difficult and stressful situations and react in a calming manner. Donor-centric and service oriented. Ability to determine emergency situations and make sound decisions. Understanding of the issues related to the elderly and/or disabled individuals.

This is a part-time position working Monday through Thursday 20 hours a week.

All applicants must be able to demonstrate the ability to pass a pre-employment drug test, driving record check, and a Level 2 background screen (see <https://info.clearinghouse.com>).

Position Opens: September 22, 2026

Position Closes: October 22, 2026

All interested applicants should apply at: hr@seniorsfirstinc.org. Internal applicants see HR.

Seniors First is a... Drug Free Workplace, E-Verify/AA/Vets/Disabled

Qualified individuals with a disability have the right to request reasonable accommodation for our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.