



The Center for Family Justice
753 Fairfield Avenue, Bridgeport, CT 06604
www.centerforfamilyjustice.org
(203) 334-6154

Job Description

Title: Community Relations Coordinator

Date: March 2025

Reports to: Chief Development Officer

Status: Full-time, 35 hours/week

Summary

The Community Relations Coordinator utilizes their administrative and creative skills to assist with the fundraising, marketing, and communications tasks in the Development & Marketing Department at CFJ by managing multiple projects, maintaining a donor and volunteer database, and be the point of contact for the organizations communications with Press and inform and communicate with the CEO/President, and Chief Development Officer on priority information. Utilize marketing tools, build relationships, and provide collaborative support to help the Department work efficiently.

Agency Responsibilities

- Recruits, manages, and tracks data for the Volunteer program. Update volunteer packet and files regularly and works closely with the CEO's Executive Asst. and community leadership. Assists in the setup, tabling, and breakdown of CFJ and community events.
- Sets up tours/meet & greets potential volunteers. Attends volunteer fairs or other events focused on obtaining volunteers.
- Coordinate Marketing and press materials. Write press releases and articles. Collects articles, writes and publishes newsletters in a timely manner.
- Support the Center's legislative initiatives and acts as a liaison to the state in coalitions on legislative priorities, requested testimony, and outreach to key stakeholders.
- Develops relationships with media contact, press, newspaper, radio and other venues.
- Creates and communicates information to enhance awareness of domestic violence, sexual violence, child abuse and highlighting prevention topics.
- Fields calls and emails regarding volunteer opportunities.

Qualifications

- Minimum of 3-5 years of experience (Bachelor's degree preferred, but not required)
- Significant relevant work experience in events, marketing, and/or public relations.
- Supports and is responsible to work with all fundraising initiatives to help Sustain the programs and services of the organization.
- Works closely with the Events Manager, interns, and Grants manager via the CDO's leadership, so all information needed for FB, IG and social media is consistently communicated.
- Attendance at all staff meetings is required, in addition to Department/team meetings
- Supports all Events and initiatives at The Center for Family Justice
- Strong commitment to The Center's mission.
- Excellent verbal and written communication skills.
- Ability to work with diverse populations, work independently, and as part of a team.
- Ability to handle multiple tasks.
- Detail-oriented, including strong proofreading skills.
- Ability to maintain a high level of professionalism, judgment and confidentiality.

Preferred

- Previous experience with a social services organization or non-profit organization.

Salary Range: \$58,000-\$60,000

To Apply: Please send resume and cover letter to pserrecchia@centerforfamilyjustice.org

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They reflect the essential elements and general responsibilities of the position but are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel classified. The performance of all essential functions listed is subject to reasonable accommodation in accordance with the Americans with Disabilities Act.