



114 Millsaps Avenue  
Jackson, MS 39202  
Phone: (601) 355-7458  
Email: [info@goodsamaritancenter.org](mailto:info@goodsamaritancenter.org)

*The Good Samaritan Center is a private, non-profit social service agency that focuses on the needs of individuals and families in crisis who are experiencing an unexpected (yet verifiable) emergency beyond the client's control. Our programs and services include: clothing closet, emergency food pantry, and case management.*

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## **JOB ANNOUNCEMENT**

### **Director of Public Relations, Marketing, Fundraising & Community Development**

Progressive non-profit seeking someone to head our marketing efforts and to maintain a good relationship with all Good Sam publics (volunteers, donors, clients, community partners, etc.)

*This is a full-time position (min. 40 hours/week), normally within the confines of our office hours (8:30 a.m. - 5 p.m., Monday - Friday), but will also include engagements/projects in the evenings and/or on weekends.*

## **IMPORTANT**

Thank you for inquiring about this position at The Good Samaritan Center. Attached is a job description and an application for employment. Please complete and return with resume and cover letter to:

**(Mail-in)**

The Good Samaritan Center  
P.O. Box 4955 - Jackson, MS 39296-4955

**(Drop-off)**

114 Millsaps Avenue, Jackson, MS 39202  
Wednesday - Friday 10 a.m. - 5:30 p.m.  
Saturday 10 a.m. - 5 p.m.

**(Email)**

[kathyclem@goodsamaritancenter.org](mailto:kathyclem@goodsamaritancenter.org)

**Candidates will be contacted for in-person interviews.**

**JOB TITLE:** Director of Public Relations, Marketing, Fundraising & Community Development

**REPORTS TO:** Executive Director

**JOB SUMMARY:**

Work with the executive director to help create and coordinate the organization's marketing, public relations, fundraising efforts, and community development opportunities.

**JOB RESPONSIBILITIES:**

***Marketing & Public Relations***

- Raise awareness and increase support from the local community for The Good Samaritan Center, and its fundraisers Neat Used Things for Sale Resale Stores (including the Flowood Flea Market), and Plaza Bingo by working with the media, the general public and corporate and business organizations, as well as with charitable trusts/foundations, to raise awareness of the charity's work, aims and goals and to increase constantly the amount and ways those individuals and groups can contribute.
- Help develop short-term and long-term plans and budgets for marketing/public relations/communications program and its activities, monitor progress, assure adherence and evaluate performance.
- Develop, implement, and monitor systems and procedures necessary for the smooth operation of the marketing/communications/public relations.
- Help develop innovative ways to reach target demographics in each of our markets to include the use of technological advances, outreach organizations, advertising, and various trends.
- Help identify opportunities for new content and PR based projects that drive organizational objectives.
- Assist in the creation and production of quarterly email newsletters, monthly email informational updates, and various promotional information including press releases needed and sent in advance of special events or such.
- Maintain the organization's display and relevant promotional materials (print, electronic, and videos).
- Assist in the development and maintaining of the organization's websites, social media pages and You Tube Channel; keeping those (especially social media content) fresh and appealing.

## **JOB RESPONSIBILITIES (CONTINUED):**

### **Marketing & Public Relations (continued)**

- Serve as primary media contact; developing media contacts that can help in sharing our message.

### **Fundraising**

- Work with the Executive Director and administrative team to secure maximum income for The Good Samaritan Center through various fundraising efforts, including regular mail solicitations, special events, and grant writing.
- Maintain database of donations and donor records/ mailing list (including posting donations and sending appropriate thank you letters/acknowledgments).
- Research and introduce new community fundraising initiatives.
- Provide administrative support for all special events (including data management, mailings, marketing materials, and other communication aspects).

### **Community Development**

- Assist in grant seeking including research and proposal writing.
- Assist in the coordination of special events.
- Assist in in-kind donation solicitation.
- Oversee fundraising and donation database and tracking systems.

### **Assistant to the Executive Director & Administrative Team**

- Assist staff with various assignments for special projects.
- Actively participate as a member of the administrative team.
- Maintain an administrative calendar for the organization and the executive director.
- Review correspondence to draft appropriate responses (including Thank you letters, and acknowledgments).
- Represent the Executive Director and/or other administrative personnel at meetings, conferences and seminars as required.
- Undertake responsibility for special assignments and projects on behalf of the Executive Director and administration team.
- Advise the Executive Director concerning matters requiring his or her personal attention.
- Follow up on decisions and/or directives of the Executive Director to insure implementation and/or completion.
- Collaborate in the establishment of systems and procedures for the organization.

## **JOB RESPONSIBILITIES (CONTINUED):**

### **General Requirements**

- Work a minimum of 40 hours per week, normally within the confines of our office hours for social services which are 8:30 am-5:00 pm, Monday through Friday, but also may include engagements/projects in the evenings and/or on weekends.
- Observe and implement established policies and procedures.
- Participate actively in staff development activities, workdays, sanitizing and cleanups, and admin/staff meetings.
- Ability to lift 30 lbs, push 75 lbs, and to paint (or willingness to learn).
- Ability to stand on feet for long periods of time and to work in extreme temperatures.
- Actively assist coworkers as needed.
- Actively participate as a member of the administrative team, and perform other duties as assigned by supervisor.

### **NEEDED ATTRIBUTES:**

- Ability to communicate effectively both orally and in writing, and an ability to relate to people on all levels and from all backgrounds. Assist in the coordination of special events.
- Possess good people skills and enjoy working with the public.
- Ability to manage multiple projects at a time.
- Computer literacy in word processing, data base management, and page layout.
- Team oriented and highly motivated.
- Must be task oriented, with a mind for organization.
- Keen eye for graphic design, attention to detail, and creativity.
- Proficient with various social media platforms including Twitter, Facebook, Instagram, Pinterest, and Tik Tok.
- Ability and willingness to adapt and pick up new technologies.

### **SKILLS & EDUCATION REQUIREMENTS:**

- 4-year College degree in related field
- Basic knowledge of Computers (Microsoft Office) and Word Processing; typing required.
- Valid Driving License, and ability to drive one's own car as needed. Good Samaritan Center reimburses for mileage.



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## Director of Public Relations, Marketing, Fundraising & Community Development

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, national origin, religious persuasion, marital status, sexual orientation, political belief, or disability that does not prohibit performance of essential job functions.

### I. Personal Information

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Name: Last First Middle

-----  
Preferred Name/Nickname

-----  
Present Address

-----  
Permanent Address (if different from above)

-----  
Social Security Number Cell Phone Alternative Phone

-----  
Email Address

U.S. Citizenship or Permanent Resident? (Circle) Yes or No

Are you over 16 years old? (Circle) Yes or No

1. Are you available holidays, nights and weekends?

2. How did you hear about The Good Samaritan Center?

3. Have you ever been convicted of a crime other than minor traffic offenses? Are there any pending charges? If yes, please explain.

4. Have you ever been discharged or forced to resign from a position? (Circle)

Yes

No

If yes, please explain:

5. Is there anything that restricts you from performing the listed duties in the Nuts Assistant job description with or without reasonable accommodation?

**II. Employment Record** *If necessary, use a separate sheet to list additional employers. We will contact all of the employers listed on this application unless you specifically exclude them below.*

**1.** \_\_\_\_\_  
 Company Name (Current or Most Recent Employer) \_\_\_\_\_ Position Held \_\_\_\_\_  
 \_\_\_\_\_  
 Location \_\_\_\_\_ Wages: Start \_\_\_\_\_ End \_\_\_\_\_  
 \_\_\_\_\_  
 Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
 Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

Contact Employer?
Yes      No
If No, why?

**2** \_\_\_\_\_  
 Company Name (Current or Most Recent Employer) \_\_\_\_\_ Position Held \_\_\_\_\_  
 \_\_\_\_\_  
 Location \_\_\_\_\_ Wages: Start \_\_\_\_\_ End \_\_\_\_\_  
 \_\_\_\_\_  
 Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
 Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

Contact Employer?
Yes      No
If No, why?

**3** \_\_\_\_\_  
 Company Name (Current or Most Recent Employer) \_\_\_\_\_ Position Held \_\_\_\_\_  
 \_\_\_\_\_  
 Location \_\_\_\_\_ Wages: Start \_\_\_\_\_ End \_\_\_\_\_  
 \_\_\_\_\_  
 Manager/Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
 Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

Contact Employer?
Yes      No
If No, why?

### III. Education

Please start with High School education, down to most recent degree awarded or seeking.

School	Dates Attended	Area of Study/Major (if applicable)	Degree Awarded (Ex: Diploma, GED, etc.)

Are you planning to continue your education? Yes or No When? \_\_\_\_\_

If so, what are those plans? \_\_\_\_\_

### IV. References

\*Business, Professional or Educational - Do not list relatives or previous employers. These people will be contacted.

Name	Occupation	Years Known	Phone

### V. Application Questions

1. Why do you want to work at Good Samaritan Center? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What makes you the right person for this role? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What was your favorite job and why? \_\_\_\_\_

\_\_\_\_\_

5. Name your biggest strength and biggest weakness. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Any hobbies? If so, what? \_\_\_\_\_

\_\_\_\_\_

7. Where do you see yourself in the next 3-5 years? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Authorization

**Federal law prohibits the employment of undocumented immigrants. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**I certify that the answers given on this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.**

**Furthermore, I authorize investigation of all statements contained herein. I also authorize that the references and employers listed above may give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.**

**I understand that this is an application for employment and that no employment contract is being offered. I also understand that I am subject to random drug testing, if employed, and if I have any accident on worktime that I will be required to submit to a drug test.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Office Use Only**

**Date Submitted: \_\_\_\_\_  
Interviewed by: \_\_\_\_\_**