



BORLAND FREE CLINIC

HOPE + HEALTH + COMMUNITY

Our Mission: to provide hope and healing to vulnerable individuals in our community as an expression of Christ's love.

Our Core Values: Compassion, Attentive, Respectful, Excellence, Service

Job Description

Development & Communications Specialist Part-Time (20 hours/week)

About Us: Borland Free Clinic is a growing, faith-based nonprofit medical clinic in Tualatin, Oregon that offers free medical care, Diabetic Education, and specialty services to the underserved and uninsured throughout south-metro Portland.

Position Summary: The Development & Communications Specialist plays a key role in promoting the mission and services of Borland Free Clinic by assisting the Executive Director in the creation, execution, and growth of a comprehensive development and communications program, including, but not limited to, event planning, digital and non-digital communications, graphic design, marketing, and website, social media, and database management.

Essential Duties and Responsibilities:

- Assist Executive Director in creating and executing annual development/communications plan.
- Help collect and curate patient and volunteer stories.
- Participate fully in development and event committees to plan and organize fundraising and other events.
- Design and craft communication/marketing materials for events, appeals, and thank you letters.
- Design and craft quarterly newsletter.
- Manage, monitor, craft content and update website, social media channels, and donor database.
- Assist in grant applications as needed.
- Attend community events as assigned to promote Borland Free Clinic.

- Other duties as assigned by the Executive Director.

Qualifications:

- Associate degree. (Bachelor's degree preferred.)
- Appropriate mixture of experience in fundraising, communications, digital storytelling, marketing, social media strategy, database management, or the like.
- Willingness to support the mission and values of Borland Free Clinic.
- Passion for health care and serving the underserved.

Skills:

- Excellent verbal and written communication skills.
- Ability to perform simple addition, subtraction, multiplication, and division.
- Ability to work independently as well as collaborate with a team, in particular the Executive Director, Development Committee, staff, Board, and volunteers.
- Proficiency in social media, word processing, and email.
- Experience or willingness to learn donor software (LGL) and Mailchimp.
- Experience or willingness to learn design software and videography.
- Possess strong organizational, time management and problem-solving skills.
- Be present for staff meetings and for a majority of clinic hours (currently Mondays and Thursdays, 3-7pm).
- Maintain discretion and confidentiality.
- Valid Driver's License.
- Bilingual (English-Spanish) a plus but not required.

Compensation:

- 20 hr./wk. @ \$20-24/hr., commensurate with experience and education.

This is a great position for someone early in their career (“Digital Native”) or someone more advanced but interested in a flexible schedule while supporting a mission-driven organization.

If interested, please send a resume and cover letter indicating how your experience and background would be well suited for this role, as well as why you are interested in working for Borland Free Clinic, to: jordanskornik@borlandclinic.org. Please include the name and contact information of three (3) references.