



Open Date: April 2022	Job Title: Marketing and Events Manager
Location: 3737 O'Meara Dr., Houston, TX	Reports To: Development Director
Hours: 8:30am-4:30pm, M-F Typical, Available holidays, evenings, and weekends as needed	Classification: Full-time Regular, Salaried, Exempt
Salary: 45k-65k	Start Date: ASAP/Apply at: https://www.avondalehouse.org/careers-opportunities

APPLY AT: <https://www.avondalehouse.org/careers-opportunities>

Avondale House is a 501(c)(3) not-for-profit agency that provides, educational services to individuals with autism, a day habilitation program for adults, where clients receive training in daily living skills and pre-vocational activities, employment services for those with disabilities and four residential homes for individuals unable to live in their own home.

The Marketing and Events Manager is primarily responsible for creating the communications and marketing strategy for the organization and managing all internal and external communications, and marketing opportunities. This position will also assist the development team in creating and executing its strategic event plan. Avondale House has been serving individuals with autism since 1976.

Avondale House offers a generous benefit program that includes 401(k) and medical both with an employer contribution, in addition dental, vision, life, disability insurance and paid time off options are available.

Job Duties:

- Manages the agency website.
- Creates, develops and oversees the organization’s annual marketing and media strategy advancing the organization’s brand in the community.
- Supervises contracted support, such as the graphic artist, PR Firm, and event contractors.
- Creates and/or approves select print materials and written communications, both internally and externally, including digital newsletters, marketing materials, social media posts, press releases and annual reports.
- Promotes the organization’s message through all media platforms including website and social media.
- Supports fundraising events through creation of marketing timelines, promotions and printed material oversight.
- In collaboration with the Development & Marketing team, creates and executes fundraising event strategies.

Job Requirements:

- Bachelor of Arts Degree.
- Knowledge of graphic design software. Adobe Creative Suite, InDesign preferred.
- Ability to work independently and meet deadlines.
- Excellent verbal and written communication required.
- Strong computer skills (Microsoft Outlook, Word, Excel, PowerPoint).
- Familiarity with major social media platforms, including Facebook, Twitter, Instagram and LinkedIn.
- Attention to detail critical.
- Ability and desire to work in a team environment, assisting and calling on team members as necessary.
- Genuine passion for serving individuals living with autism.

Physical Requirements:

- Sitting and standing for up to 2-3 hours at a time.
- Kneeling, bending, reaching, uses of hands, fingers.
- Lifting up to 25 lbs.

Background Check Required

The above statements are intended to describe the work being performed by others assigned to this position. This is not intended to be an exhaustive list of all duties and responsibilities. This job description may be amended at any time by management.

Avondale House is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, veteran status, disability status, genetics, or sexual orientation and gender identity.

