

Catholic Charities of the Diocese of Erie, Inc.

THE POSITION

Title: Marketing and Event Coordinator

Reports to: Executive Director, Catholic Charities

☐ Salary/Exempt ☒ Hourly/Non-Exempt
☐ Full Time ☒ Part Time

Revision Date: October 31, 2025

OBJECTIVE

The Marketing and Event Coordinator is a part-time hourly position which serves to support the Catholic Church's charitable mission through the work of Catholic Charities. This role focuses on maintaining and enhancing donor relationships, coordinating fundraising events, and managing marketing and communications efforts to support annual development goals.

PRINCIPAL RESPONSIBILITIES

- Plan and implement fundraising initiatives, including community outreach, communications, and marketing strategies.
- Manage Catholic Charities' website and social media accounts.
- Design print and digital materials to support Catholic Charities offices, including:
 - Newsletters and e-newsletters
 - Impact Report
 - Event and campaign flyers
 - Annual and seasonal appeals (e.g., Erie Gives, iGive Catholic, Advent Appeal)
- Coordinate and manage annual fundraising events.
- Collaborate with internal and external partners on public relations and marketing efforts.
- Conduct grant research and assist with grant writing as needed.
- Perform other duties as assigned by the Executive Director.

QUALIFICATIONS

Required:

- Proficiency in Microsoft Office and social media platforms
- Valid PA driver's license and access to transportation
- Ability to work flexible hours, including occasional evenings and weekends

Preferred:

- Bachelor's degree

- One to three years of experience in fundraising, event planning, marketing, or public relations
- Certification in fundraising

COMPETENCIES

- Excellent verbal, written, proofreading and organizational skills
- Ability to develop and maintain successful relationships with donors, potential donors, and other community partners
- Proficiency with computer software, including Microsoft Office, donor database management, and digital communication platforms
- Ability to multitask and prioritize responsibilities with limited supervision
- Ability to research and compile data using spreadsheets for reporting
- Demonstrated commitment to the values and mission of Catholic Charities, with the ability to represent the organization professionally and respectfully