



123 Old Mason Farm Road  
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## COMMUNICATIONS COORDINATOR

Reports to: Executive Director  
FLSA Status: Part-time, Non-Exempt  
Hours: 20 hours/week  
Hiring Range: \$23 - \$29/hour  
Work Location: Hybrid; up to 25% remote

*SECU Family House provides a safe, nurturing, affordable home for patients and their loved ones who travel great distances to UNC Hospitals for life-saving procedures and treatment of serious illnesses. We offer lodging, meals, supportive programs, transportation, and a caring support network to help guests rest, heal, and gather strength when they need it most.*

### The Role

Family House is fortunate to have a strong network of volunteers, donors, and community supporters. We are seeking a creative and collaborative communications professional to keep this wonderful community engaged and to attract additional support for our mission.

The Communications Coordinator has primary responsibility for Family House's social media presence, publishing our monthly newsletter, and creating our annual Impact Report. The incumbent works closely with the Development team to enhance content relating to special events and fundraising campaigns, and with the Operations team to support guest-facing and internal communications.

Success in this role means working effectively with colleagues and stakeholders across the organization to understand the experiences and needs of our guests, volunteers, and donors, and using this understanding to craft compelling content.

### What You'll Do

- Develop and manage content across all communications channels, ensuring consistent branding, voice, and visual identity
- Work closely with the Executive Director on media requests and public relations
- Write and edit stories that highlight the experiences of guests, volunteers, and supporters
- Support and collaborate with Development, Operations, and Executive Director on communications and messaging
- Track communication metrics and recommend improvements to enhance impact

**Requirements:**

- At least one year of professional experience in communications, marketing, or PR
- Associate's degree in a related field; bachelor's degree preferred
- Familiarity with social media analytics and Google Analytics
- Ability to commit to a consistent schedule, including a minimum of 15 hours per week on site
- Availability for occasional evening/weekend events
- Functional demands of this position include:
  - Ability to perform work in an office environment using standard office equipment
  - Ability to move around the building and various off-site locations to engage face-to-face with guests, volunteers, and community members
  - Ability to understand and exchange information in English, including by email, phone, and in person
  - Capacity to prioritize and manage multiple tasks and deadlines at once

**The ideal candidate will also demonstrate:**

- Exceptional organizational, writing, and editing skills
- Experience creating, publishing, and maintaining digital content across social media and email platforms
- Functional understanding of the nonprofit and fundraising landscape
- Proficiency with Microsoft 365 products (including Teams, Outlook, and Power Point), Canva, Bloomerang, email marketing platforms, WordPress, and Adobe Creative Suite
- Skillset and initiative to identify, evaluate, and incorporate new technology to enhance efficiency and effectiveness

**Ready to apply?**

Qualified applicants are invited to apply by email to [careers@secufh.org](mailto:careers@secufh.org). Please include:

- Resume
- Brief statement of interest
- Work sample – please provide a sample of your professional work. This can be a writing sample (up to 3 pages), marketing materials, or other creative content that showcases your skills.

For priority consideration, submit your application packet by **Monday, February 2, 2026**. We can't wait to hear from you!