



GREENVILLE HOUSING FUND
1615-A WADE HAMPTON BLVD
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Job Title: Marketing & Communications Coordinator

Department: Operations and Administration

Reports To: Program Manager

FLSA Status: Non-Exempt

Hours: Part-time (10-20 per week)

Compensation: minimum \$17.50/hour

Organization Description

Greenville Housing Fund is a mission-driven nonprofit working to expand affordable housing opportunities across Greenville County, South Carolina. Founded in 2018 through a collaboration among local business, philanthropic, government, and community leaders, GHF was created to address the region's growing affordable housing shortage and support long-term community growth.

GHF works to create and preserve affordable and workforce housing by developing new housing, acquiring existing housing, and providing flexible financing for new developments. GHF also partners with developers, nonprofits, and public agencies to advance innovative housing solutions across the community through advocacy and the convening of the Greenville Affordable Housing Coalition (GAHC).

More information about GHF can be found at www.greenvillehousingfund.com.

Position Summary

The Greenville Housing Fund is seeking a creative, organized, and community-minded Part-Time Marketing & Communications Coordinator to support our outreach and storytelling efforts. This role's primary responsibility is managing and growing the organization's social media presence while helping communicate the impact of our work throughout the community.

This hybrid position combines in-office collaboration with flexible remote work. The ideal candidate is someone who enjoys creating engaging content, interacting with staff and community members, and helping mission-driven organizations tell their story effectively.

Key Responsibilities

- Manage and maintain Greenville Housing Fund's social media platforms
- Develop and schedule engaging social media content aligned with organizational goals
- Attend meetings, events, and community activities to gather content, photos, and stories
- Collaborate with staff to create monthly or weekly content plans

- Draft captions, graphics, and other digital communications materials
- Assist with marketing collateral such as invitations, flyers, presentations, and event materials
- Take photos and document organizational activities for communications use
- Travel locally to properties and events to take photos for broad organizational use
- Maintain a portfolio of high-quality images of GHF properties, events, staff, etc.
- Help ensure branding and messaging remain consistent across platforms
- Monitor social media engagement and respond or escalate inquiries as appropriate
- Other tasks as assigned to assist with marketing and communications efforts

Qualifications

- Strong written and oral communication and organizational skills
- Experience managing social media accounts for an organization, business, nonprofit, or student group (examples or portfolio are welcome and appreciated)
- Familiarity with platforms such as Facebook, Instagram, and LinkedIn
- Basic graphic design skills using Canva, Adobe Express, or similar tools required
- Ability to work independently while collaborating effectively with a team
- Interest in community development, housing, or nonprofit work is a plus
- Photography and/or short-form video skills are helpful but not required
- Must be willing to learn, have a positive attitude, excel in fast-paced environments, and be open to feedback
- Must have attention to detail and low tolerance for typos, errors, and content gaps

Essential Functions

- Ability to maintain regular attendance and work on-site as required
- Ability to use computers and electronic systems for extended periods
- Ability to communicate effectively in person and virtually
- Ability to sit or stand for extended periods and move throughout the work environment as needed
- Ability to operate a motor vehicle if required

Interested candidates should send a resume, references, examples of previous work (ex: social media posts), and a thoughtful cover letter describing your specific qualifications and interest in the position, with **MARKETING & COMMUNICATIONS COORDINATOR** in the subject line, to careers@greenvillehousingfund.com.

Applications will be reviewed as they are received. Incomplete applications will not be considered. Applicants who best meet the position needs will be contacted. Please, no telephone inquiries. For information about the Greenville Housing Fund, please visit www.greenvillehousingfund.com.

The Greenville Housing Fund is an Equal Opportunity Employer, committed to maintaining a diverse workplace.