

## JOB DESCRIPTION

---

<b>CLASSIFICATION:</b>	Non Exempt
<b>POSITION TITLE:</b>	<b>Community Relations &amp; Development Assistant</b>
<b>PROGRAM NAME/ LOCATION:</b>	Administration 681 Center St NE
<b>EMPLOYMENT STATUS:</b>	Part Time
<b>SUPERVISOR:</b>	Community Relations & Development Director

---

### FUNCTION:

The individual in this role assists the Community Relations & Development Director in managing the affairs of the department, which includes data management and new entries (donations, mailing list, etc.), development of marketing materials and newsletter, organizing special events, represent the agency in community meetings (United Way, Rotary, etc.), work as a liaison between the agency and its vendors, organize the grants calendar and provide support in the completion of grant submission for the agency's programs, among other duties as assigned by the department director. Excellent command of desktop publishing software, communication skills (written and verbal,) and human relations skills are necessary requirements to fulfill the duties of the position.

### SUPERVISORY DUTIES:

None.

### GENERAL DUTIES:

- 1 Performs duties assigned by the director in a spirit of cooperation.
  - 2 Meets established timelines.
  - 3 Meets established attendance criteria and starts work promptly.
  - 4 Knows and consistently implements all approved policies, protocols and procedures.
  - 5 Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, Joint Commission and HIPAA.
-

- 6 Consistently supports the organization's mission as defined by the Board of Directors and the Executive Director.
- 7 Participates in required meetings and events.
- 8 With the immediate supervisor, sets and achieves annual goals for job performance improvement.
- 9 Monitors the entire work environment, ensuring the entire facility, indoors and outdoors, is kept as clean and orderly as possible.
- 10 Effectively participates as a member of the team and promotes teamwork.
- 11 Consistently demonstrates good use of time and resources.
- 12 Consistently interacts with clients and staff in a professional manner that reflects favorably on the organization and that is conducive to high productivity.

**SPECIFIC DUTIES: (The first five are Core Competencies)**

- 1 Assists the Community Relations & Development Director in activities and tasks that maintain and improve the productivity of the agency and the welfare of its clients.
- 2 Assists the Community Relations & Development Director in enhancing the image of the agency in the community through excellence in public relations and quality publications.
- 3 Assists the Community Relations & Development Director in researching and identifying grants, contracts, and funding opportunities for the agency's various programs.
- 4 Establishes and promotes excellent relationships with staff, clients, and the community.
- 5 Assists the agency's programs with submission of grant applications, production of marketing and other printed materials, and other assignments as delegated by the Community Development Director.
- 6 Assists in the writing correspondence, news releases, etc. as assigned by the Community Relations & Development Director.
- 7 Coordinates and monitors contractual agreements with the agency's vendors and keeps track of the ordering of printed materials.
- 8 Plans and facilitates special events of the agency.
- 9 Has primary responsibility for developing agency newsletter and other internal communications.
- 10 Participates and actively contributes to Community Relations & Development Department projects.
- 11 Meets weekly with the Community Relations & Development Director to coordinate and communicate the department's activities and projects.
- 12 Maintains strict confidentiality.

**QUALIFICATIONS:**

- 1 A bachelor's degree or an associate's degree and two years of professional experience in similar capacity, preferably with a nonprofit organization.
- 2 Excellent Communication and human relations skills.
- 3 Experience in desktop publishing, public relations, marketing, organization events, and fundraising.
- 4 Ability to organize and manage multiple tasks and implement system and process.
- 5 Valid Oregon driver's license and proof of automobile insurance.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:**

- 1 The physical activity of this position may include: sitting, stooping, kneeling, crouching, reaching, standing, walking, picking, pinching, typing, and lifting.
- 2 The worker is subject to inside and outside environmental conditions.
- 3 Light work, Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

**HAZARDS OF POSITION:**

- 1 The worker is exposed to infectious diseases.
- 2 The worker is exposed to unpredictable behavior.
- 3 TB testing - Low risk.
- 4 Hepatitis B testing - Low risk.