



## Communications Associate

### Summary

Provide accurate, timely and efficient administrative support to members of the Senior Staff team including the Office and Community Events Manager and the Development Director.

### Major Responsibilities

#### *Assist Office/Community Events Manager*

- Prepare mailings and correspondence
- Enter membership/contributions into Donor Perfect database. Follow-up weekly/monthly with programs that did not join
- Prepare monthly reports of membership and contribution activity
- Monthly memberships/contributions reconciliation with Finance Dept.
- Compile and run reports through the ABC database
- Process ordering of office supplies - monthly
- Process all outgoing mail – daily and bulk mail when applicable
- Sort and distribute mail/faxes for all departments - daily
- Assist with communications via constant contact and website updates
- Assist in preparation for conferences, workshops by preparing labels and copying
- Assist in room set up/break down for (Board of Directors) meetings
- Daily telephone coverage during breaks as/when required
- Maintain stock levels; supplies, copy rooms and kitchen
- Assist Office Manager in maintaining and updating staff TOA sheets
- Maintain well organized meeting rooms; conference, health and safety and interview rooms
- Maintenance of office machinery
- Assist in general office duties, serve as back up for the receptionist and assist interns/volunteers with assignments.
- Draft Constant Contact messages
- Participate in Advocacy Committee and design/create accompanying materials

#### *Assist Development Director*

- Draft acknowledgement letters
- Assist with mailings
- Prepare materials for Board of Directors meetings
- Assist in event planning and execution and staff fundraising events
- Assist in fundraising activities and campaigns, including database work with Donor Perfect Online and HobNob
- Design and create graphics for social media posts and for other Council visibility needs
- Post social media content on Council social media channels
- Film and edit marketing videos
- Data entry and filing
- Order and organize supplies



### **Job Requirements**

- Ability to work independently
- Follow directions
- Ability to handle multiple tasks
- Prepare error free business memos, letters and emails
- File accurately
- Enter data accurately and efficiently in database
- High School Diploma required. Business program, some college preferred
- Strong good customer service skills on phone and in person
- Strong computer skills including Excel, Databases, Outlook, Internet, etc.
- Experience working with multi ethnic populations
- Bilingual/Spanish speaker preferred

**Reports to:** Office/Community Events Manager, Development Director and Executive Director

**Classification:** Non-Exempt, Full-Time

**Salary Grade:** 2

### **Disclaimer Clause:**

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.