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**Position Title:** Communications Assistant **Date: 2017**  
**Classification:**  
**Salary Range:** \$15-17/hour  
**Department:** Institute for Local Government

**Employment Status:** At-will  
**Position Reports To:** Communications and Development Manager  
**Positions Supervised:** None  
**Judgment Exercised:** Normal  
**Overtime Status:** FLSA

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### **Position Purpose**

The Communications Assistant will support delivery of communication strategies and ensure high quality internal and external communication across a range of channels. Additionally the Communications Assistant will provide communications support on key projects.

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### **Essential Functions**

#### **Communications:**

- Research and draft copy for print and digital channels including: social media, blogs, newsletters and magazine articles
- Maintain and update ILG's database (including fundraising contacts)
- Support the Communications and Development Manager to implement communications strategies that meet ILG's goal and objectives

#### **Marketing/Events:**

- Assist in planning and organizing ILG's conference presence (sponsorships, educational sessions and marketing opportunities)
- Support training and event planning

#### **Board of Directors:**

- Assist with proofing/review of agenda materials
- Draft meeting minutes

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## Job Qualifications

- A working knowledge of the principles and practices of communications, marketing, branding
- Excellent writing, editing, and proof-reading skills, and the ability to work collaboratively as a member of a team are a must
- Solid organizational skills and the ability to work on multiple concurrent projects and meet deadlines.
- A positive, “can-do” attitude and commitment to customer service (for both internal and external customers)
- Ability to:
  - Learn how to capably use ILG website software
  - Establish and maintain work relationships, contributing to a positive work environment and morale
  - Learn new information, skills and approaches as are relevant and helpful to achieving ILG’s goals
  - Understand and carry out both verbal and written directions in an independent manner
  - Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing
  - Lift up to 30 pounds and on a continuous basis, sit at a desk or in meetings for long periods of time; use standard/automated office equipment for extended periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means.

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## Desirable Experience and Training

Any combination equivalent to experience and education that could provide the required knowledge and abilities described above. A typical way to obtain the knowledge and abilities would be:

- **Experience.** Some professional experience in office setting, including experience preparing and disseminating documents, answering phones and emails, balancing competing demands on time, tracking and accomplishing multiple tasks at once.
- **Education.** A high school diploma is required. An associate or bachelor’s degree from an accredited college or university is preferred.

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## Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interact and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Infrequent automobile or airline travel required in normal course of job performance.

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**Equipment Used**

Computer, keyboard, mouse	Copier	Scanner
A/V Projector	Conference/speaker phone	Telephone