

# Communications Assistant

## Job Description for Communications Assistant

<b>Position type</b>	Part-time, Non-Exempt (Hourly), 30 hours per week, starting \$18/hr
<b>Position reports to</b>	Chief Executive Officer
<b>Current Employee</b>	TBD
<b>Location</b>	Portland, OR
<b>Minimum Qualifications</b>	Bachelor's degree in marketing, public relations, communications, or a related field, or three years of experience in the areas of marketing or communications. Must have excellent writing and editing skills and be able to communicate clearly and effectively.
<b>To Apply</b>	Email cover letter and resume in ONE PDF or ONE Word Document, with subject "Communications Assistant" to Wendy at <a href="mailto:wendy@solveoregon.org">wendy@solveoregon.org</a> . No calls please. Position open until filled.

## Summary of Position and Responsibilities

The Communications Assistant, under the guidance of the CEO, coordinates the communication, design, and marketing efforts of SOLVE, including coordination of website, social media, e-newsletters, and printed materials.

- Maintain SOLVE's social media accounts, including content creation and engagement
- Assist in the design, content creation, and publication of print and digital communication including, but not limited to, the company website, brochures, annual reports, and newsletters
- Ensure all promotional and marketing materials meet SOLVE's brand identity
- Draft and distribute press releases
- Assist in the creation of marketing collateral for programs, events, and other activities
- Proofread and edit content created by SOLVE staff
- Create and manage SOLVE's communications calendar
- Assist with annual fundraising appeals
- Other activities as directed

## Skills and Requirements

- Highly organized and self-directed
- Experience using various social media platforms and knowledge of social media engagement strategies
- Skilled at creative writing and developing collateral materials
- Demonstrated ability to write and edit clear, engaging, and grammatically correct content
- Experience with website content management, Adobe Creative Suite, Hootsuite, Microsoft Office Suite, Constant Contact, Facebook, Twitter, and Instagram
- Ability to multi-task, delegate, prioritize, and manage work flow
- Ability to meet deadlines and work on several projects simultaneously
- Excellent written and verbal communication skills
- Occasional evening, weekend, and outdoor work may be required
- Valid Drivers' License required