

## Job Description

**Job title:** Communications Associate  
**Reports to:** Senior Communications Officer  
**FLSA status:** Part-time, Regular, Non-exempt

### General Summary

Supports the development and implementation of marketing and communications activities to promote awareness of the Community Foundation, its affiliate foundations, and philanthropy. Assists the Senior Communications Officers in planning special events and producing high-quality content to promote the work of the Community Foundation and its affiliates in print, digital, and social medias.

**Principal Duties and Responsibilities** (These are intended to describe the general requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities, or requirements. All duties are to be performed in accordance with established Community Foundation policies, standards, and protocols.)

### Planning and Coordinating

1. Assists in planning and coordinating various donor, community, or grantee events.
2. Researches, evaluates, and recommends event venues, vendors, or contractors.

### Marketing and Communications

3. Assists with producing written content for newsletters, brochures, invitations, pamphlets, annual reports, press releases, news stories, fundraising materials, and presentations for the Community Foundation and its affiliates.
4. Assists with content creation and strategy development for social media platforms, particularly for affiliate foundations.
5. Assists in scheduling and conducting interviews for both internal and external media.

6. Provides grammatical expertise and proofing to ensure the highest level of quality in all published materials.
7. Assists in the review and evaluation of materials prepared by other staff to ensure consistency and clarity.
8. Ensures that all publications are current, accurate, and in adherence with the Community Foundation style guide.
9. Helps keep the Community Foundation website current, updating and changing content as necessary. Facilitates third-party vendor changes to the website as needed.
10. Develops and maintains analytics and performance tracking metrics for social media and Community Foundation website. Recommends adjustments and new efforts to increase traffic, engagement, and strategic communications.

### **Administration**

11. Performs a variety of administrative duties such as contributing to the maintenance of mailing lists and monitoring supply levels of affiliate collateral such as notecards.
12. Updates and maintains media log for the Community Foundation and affiliates.
13. Performs other duties as assigned.

### **Information Management Systems**

14. Adheres to established protocol and file management standards when entering or updating data.
15. Assists in maintaining file management (structure) system for the creation and storage of documents, imagery, publications, and graphics. Files should be organized in a logical and easily retrievable format to ensure that the content, context, and structure of records is preserved and protected when the records do not have a physical existence. This has important implications for the authenticity, reliability, and trustworthiness of marketing and communications records.

### **Community Engagement**

16. Builds relationships with community vendors and partners, building trust by providing clear, accurate information, and meeting deadlines.
17. Positively represents the Community Foundation when acting as a host at events or when participating in community activities.

### **Professional Development**

18. Keeps current regarding trends and developments in community foundation marketing and communications as well as editorial changes in the Associated Press Stylebook and Chicago Manual of Style.

### **Knowledge, Skills, and Abilities Required**

19. Preferred completion of an associate degree in English, writing, communications, or marketing, or one to three years of related experience.
20. Excellent communications skills, both verbal and written, necessary to deal effectively and persuasively with a variety of internal and external contacts. Must be able to effectively represent the Community Foundation to many different audiences.
21. Proficiency in proofreading and editing as well as ability to meet deadlines and prioritize multiple projects.
22. Familiarity with style guides, particularly the Associated Press Stylebook and the Chicago Manual of Style.
23. High-level interpersonal skills necessary to work with others, interact effectively and courteously with diverse groups, and be socially perceptive in contacts with all individuals.
24. Knowledge of Microsoft Office software applications. Ability to use Community Foundation database applications and Adobe Creative Suite. Ability to operate a variety of office machines and equipment.
25. Exercises a high level of thoughtful and insightful judgment within areas of accountability.
26. Ability to handle confidential information in a professional manner.