



## **COMMUNICATION ASSISTANT**

### **SUMMARY**

Provide support to the agency's Communication Coordinator in the development and implementation of public involvement, outreach, and education efforts. Perform additional administrative activities as needed, primarily in support of the agency's standing committees and work groups.

### **ESSENTIAL FUNCTIONS**

- Maintain the agency website, posting frequent updates to website content.
- Manage the agency's social media platforms (Facebook, Twitter, Instagram, LinkedIn), including writing content, creating graphics, and reviewing analytics to make recommendations to enhance results.
- Maintain the agency's contact database and develop content and graphics for email blasts.
- Write content and edit for multiple platforms that may include promotional materials, newsletters, website copy, articles, brochures, and email blasts.
- Respond to questions and comments and provide information across multiple platforms.
- Manage logistics for educational events and public meetings, including scheduling, registration, set up, and hosting of events.
- Assist with public comment periods for the agency's plans and programs, including writing and distributing outreach materials, attending, and supporting public meetings, and documenting and archiving comments received.
- Represent the agency professionally in contacts with stakeholders and community members while carrying out the agency's public information and outreach tasks.
- Make public presentations to community groups as needed.
- Compile documentation for Title VI reporting.
- Identify and procure appropriate promotional items, as needed.
- Provide administrative support to agency committees and work groups, as needed; support includes but is not limited to assembling and distributing meeting packets, handling meeting logistics, communicating information to committee members, and preparing official meeting minutes.
- Serve as backup to the Executive Assistant.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING**

- Proficiency with the suite of Microsoft Office software.
- Proficiency with WordPress software.

- Experience in managing government and/or business social media sites.
- Ability to create a variety of types of graphics using Adobe Creative Suite and/or cloud-based platforms.
- Available for support of and participation in periodic evening and weekend events and meetings.
- Ability to produce written materials with clearly organized, concise thoughts using proper sentence construction, spelling, and grammar.
- Able to communicate clearly and effectively with the public in face to face or group settings, as needed.
- Strong editing, organizational, and project management skills.
- Meticulous attention to detail is critical for success in this position.

### **PREFERRED KNOWLEDGE, EXPERIENCE AND TRAINING**

- Bachelor's degree in Communications or related field.
- Ability to take professional-quality photographs for a variety of uses.
- Ability to shoot and edit professional-quality video for a variety of uses.
- One or more years of experience in a communication field.

### **SPECIAL REQUIREMENTS**

- Must be able to successfully pass a background check process which includes reference and criminal history checks.
- Must be able to obtain a valid Idaho driver's license.

### **WORKING CONDITIONS**

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

- Occasionally lifting/carrying up to 20 pounds.
- Occasionally pushing/pulling up to 20 pounds.
- Work includes sensory ability to speak and hear; also includes close and distance vision.
- Requires hand/finger dexterity.
- Employees will sit, stand, and walk.
- Work environment includes inside conditions and outdoor weather conditions.
- Employees may drive a vehicle as part of this position, in various weather and road conditions.
- Employees may work occasional evenings and/or weekends.

### **CLASSIFICATION**

This is a full time, non-exempt position.

### **HIRING RANGE**

\$19.80 to \$23.80 per hour, plus comprehensive benefits.

Starting salary is dependent on skills, experience, and education.

## **HOW TO APPLY**

Submit resume, cover letter and salary history/requirements electronically to Megan Larsen at [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

The position is open until filled.

*In compliance with Title 65, Chapter 5 of the Idaho Code, preference will be given to veteran's preference eligible applicants.*

*COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.*