

Chattahoochee Valley Community College

Public Relations/Fundraising Assistant Job Description

Employee Name:

Initial Date of Hire:

Employment Status:

Department: Development

Location: Wallace Hall

Supervisory Responsibility: Volunteers, ambassadors, and vendors, as necessary

Reports to: Director of Development/President

FLSA: Non-exempt

SUMMARY

Under the direction of the Director of Development, the person in this position is responsible for assisting with private fundraising, communications projects, and other public relations activities supporting the College's mission. This is a support role that includes advanced clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the Director of Development or her supervisor.

1. Serve as internal public relations support for the President and the campus.
2. Write internal and external communications, including press releases, as directed by the President.
3. Write and maintain Web page content and develop blogs; increase the online presence of the College through the Internet with blogs, Youtube, and other social networking sites.
4. Take photos for campus events.
5. Assist with the planning and execution of alumni, donor, and other outreach activities and programs that cultivate community support.
6. Assist with event planning.
7. Coordinate publications with external vendors, to include distribution.
8. Coordinate with media and the campus public relations firm when appropriate.
9. Assist with designing and coordinating printing of materials.
10. Coordinate College Foundation Board meetings and take minutes.
11. Perform advanced clerical duties to include creating and maintaining records, Excel databases and spreadsheets; and assisting with departmental reports.
12. Compose, type, and distribute routine business correspondence.
13. Perform other duties as assigned.

GENERAL DUTIES AND RESPONSIBILITIES

1. Maintain confidentiality of identified sensitive information and confidentiality of departmental information.
2. Regular and predictable attendance.
3. Adhere to all policies and procedures set forth by the College.
4. Remain current in and enhance professional knowledge and skills through professional development and continuing education.
5. Interact with and serve a diverse student population in a courteous and friendly manner.
6. Adhere to College standards of professionalism and confidentiality, including courteous and friendly interaction with other CVCC employees.
7. Maintain appropriate work hours as outlined in State and College policies and assigned by supervisor or dean.
8. Represent the institution in a positive manner.
9. Participate in advance registration, regular registration, and schedule adjustment as assigned.
10. Serve on committees as assigned.
11. Participate in graduation.
12. Participate in the College's planning process.

SUPERVISORY RESPONSIBILITIES

Volunteers, ambassadors, and vendors, as necessary during certain events/activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION and/or EXPERIENCE

Bachelor's degree in Public Relations, Journalism, Communications, English, or a related field from a regionally accredited institution. Proficiency in social media (i.e., blogging and ability to help develop a more substantial presence online). Familiarity with content management systems and social network software (i.e., WordPress or other blogging software, PodPress, Ning.com, Facebook, MySpace, LinkedIn, Flickr, Twitter, and/or TubeMogul.com) and professional experience using social media in a business environment. Experience with digital photography and editing.

LANGUAGE SKILLS

Ability to read, speak and understand oral and written information in English. Ability to read, analyze, and interpret incoming and inter-office information. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public. Excellent written and oral communication skills; proficiency in the English language

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES

High degree of workplace professionalism. Strong work ethic and ability to work independently. Proficient use of the Microsoft Office suite, including Word, Excel, and PowerPoint. Ability to maintain confidentiality. Ability to deal with the general public on a daily basis with tact and finesse. Ability to complete an assigned task in a safe manner and in a constant state of alertness. Ability to work a flexible, nonstandard work week.

LICENSES OR CERTIFICATIONS

Valid driver's license. The employee will be required to drive an automobile or other state vehicle in order to carry out the duties of the position. Driving a state-owned vehicle requires a valid driver's license.

WORKING CONDITIONS

The work environment characteristics described herein 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. The noise level in the work environment is usually low.

The employee will work inside in an office/classroom environment. The employee must follow all safety requirements carefully.

Hazards: None known.

Personal Protective Equipment: The employee generally is not required to wear personal safety equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Will you be able to perform the essential functions (duties and responsibilities) with or without reasonable accommodations? Yes No

Employee's signature

Date

Supervisor's signature

Date