



Communications and Data Assistant

POSITION DESCRIPTION

The Communications Assistant is a key member of the Community Foundation, focusing on connecting our technology resources to facilitate first rate communications and messaging to both external and internal stakeholders. The Communications Assistant is technologically savvy and has a knack of improving processes, documents and efficiencies connecting available technology with desired goals. The Communications Assistant is a key staff member in the efforts to utilizing available technology and databases to most efficiently handle communications, mailings, event planning, reporting and other uses of the data available to the Community Foundation. Bring your enthusiasm, social media savvy, video editing experience, writing skills and ability to think strategically. You'll learn a lot about philanthropy, and you'll make important contributions to our efforts to ensure that All Kids Thrive. The Communications Assistant reports directly to the Director of Communications and works closely with all departments.

DUTIES AND RESPONSIBILITIES

General Communications

- Create and share engaging content for our social media channels
- Help grow our social media audiences and build meaningful connections on those channels
- Create and manage a social content calendar
- Assist with website content, including posting of photos, updating pages, and refreshing the homepage
- Create graphics in design software, such as Photoshop and Canva, for social media and website posts
- Ability to oversee video projects: edit videos; post videos to the Community Foundation's YouTube channel
- Post provided content to Constant Contact/ RE NXT communications
- Update Constant Contact/RE NXT lists

Database Administration & Analytics

- Thoroughly understand the technology used by the Community Foundation to most efficiently use resources to accomplish goals
- Maintain expert knowledge regarding use of RE NXT and other technology available for efficient communications
- Maintain data records for use in printed mailings, electronic mailings, invitations and assist with reporting
- Analyze Community Foundation data to help tell the story of our impact

- Update database records to help maintain historical communications and interactions

Efficient Communications and Processes

- Transition and improve processes with a goal of using technology and create better efficiencies both internally and externally including shared files
- Assist with communications to grantees receiving grants from Donor Advised Fund holders
- Backup staff person for grant processes including perform due diligence, obtaining ACH information and communication to grantees

Skills Required / Experience

- Bachelor's degree in communications, marketing or related field
- Technologically savvy with a desire to improve processes
- Experience maintaining a high level of confidentiality
- Experience with database applications and knack for using databases to their full potential
- Strong analytical and organizational skills
- Time management and attention to detail
- Computer skills, including highly skilled in MS Excel, MS Word, PowerPoint, Adobe
- Strong social media skills
- Video editing experience
- Familiarity with (or desire to learn) the WordPress Content Management System and RE NXT database system
- Strong verbal and writing skills
- Strong ability and willingness to learn new technologies
- 1 to 3 years experience preferred
- Must have excellent work habits, including a willingness to perform duties generally outside of the scope of the position

Salary/Benefits

Salary: Starting salary range \$50,000
Benefits: Comprehensive package offered
Hours: Full-time position; hybrid

TO APPLY: Please submit resume and cover letter to apply@pacf.org. For this position, please address cover letter to Michelle Sahn, Director of Communications.