



JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Communications Assistant

Department: Development

Reports to: Events and Communications Director

Location: Santa Monica, CA Office

Date updated: 11/21/17

Summary: Responsible for assisting in the planning, development, and implementation of the organization's internal and external communications and marketing activities as part of the Development team. This position works closely with the Events Manager and Communications Coordinator and helps oversee the development and implementation of support materials and services for all departments within the organization in the area of marketing and communications.

Essential Duties and Responsibilities include but are not limited to the following. Other duties may be assigned.

- Participate in charting the communications and marketing direction of the organization to ensure its effective operation and accountability to all constituencies (staff members, campers, volunteers, alumni, donors, Board Members)
- Help develop marketing, promotional, fundraising, and event collateral that is consistent with The Painted Turtle's brand standards and key messaging through graphic design, writing, photography, videography, editing, etc.
- Create and oversee all video components for marketing and communication campaigns, special events, and department needs.
- Coordinate regular internal meetings between the Communications team and all departments within the organization to manage editorial direction, timeline, design, production, and distribution of all communication pieces.
- Maintain digital communication databases that support the organization's initiatives including the Communications team's internal calendar, photo and video library, quote database, Raisers Edge, etc.
- Fulfill daily photo, logo, and video requests.

- Assist with creating, implementing, and measuring the success of:
 - Strategic communications and marketing plans created to enhance the organization's image and position within the non-profit world and the general public.
- All internal and external marketing and communication activities within the organization, including social media.
- Consistent communication of image and position throughout the organization to all constituencies, both internal and external.
- Researching and updating media contacts and interest in the organization.
- Organization and ordering of print materials such as letterhead, brochures, business cards, etc. and facilitation of outside printing with vendors and in-kind donors of printing
- Represent the Communications Team by serving on internal committees such as staff appreciation, holiday planning, etc.
- Participate in weekly Development Team meetings and support all Development events as necessary
- Support and assist the Development Team in reaching fundraising goals each year
- Provide administrative support as needed

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attention to Detail** – Pays attention to details; Understands and follows organization protocols; Is thorough and complete in performing responsibilities.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with change, delays, or unexpected events.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Qualifications:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, and PowerPoint, and be highly familiar with Adobe design programs such as InDesign, Photoshop, and Illustrator. Knowledge and skill of communications software like Adobe Premier Pro, Net Community, Constant Contact, Mail Chimp, WordPress, Survey Monkey, social media platforms, and HTML a plus.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university preferably with communications, graphic design, and/or marketing background or degree.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software and Raiser's Edge.

Certificates and Licenses:

No certifications needed.

Supervisory Responsibilities:

This job does not have supervisory responsibilities.

Work Environment: The work environment characteristics 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.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here 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.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.

To apply: please submit a resume and cover letter to Exalt Resources at recruiting@exaltresources.com.