



# Community Relations Assistant

March 2019

## sonoma county

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.

<b>Position:</b>	Community Relations Assistant	<b>Wage:</b>	\$18.00 - \$20.00
<b>Department:</b>	Administration	<b>Pay Basis:</b>	Bi-weekly
<b>Reports To:</b>	Fund Dev & Special Events Manager	<b>FLSA Status:</b>	Non-Exempt
<b>Hours/Week:</b>	32 Hours/Week	<b>Benefits:</b>	Prorated
<b>Employment Status:</b>	Part time		

### Position Summary

The Community Relations Assistant coordinates and implements YWCA Sonoma County's fund development strategies including special event planning, donor relations, direct mail, presentations and agency tours, public relations and marketing communications. The individual supports communication thru social media delivery channels as well as manages the Agency's donor database. Working in collaboration with the CEO and Fund Dev Special Events Manager this individual plans all aspects of innovative revenue-generating fundraising opportunities from concept to implementation and evaluation.

The position includes access to information of a confidential nature. Strict adherence to agency procedures and protocols is required.

### Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. Competent performance of all essential tasks is critical to the continued employment of the employee in this position.

- At the direction of the Fund Dev & Special Events Manager this individual supports the branded concepts and ensures visual presentation standards for YWCA Sonoma County. They are also responsible for the updates to the agency's annual Fund Development Plan which outlines our strategies presented in calendar form.
- Performs a variety of skilled administrative and clerical duties directly related to development activities. These include maintaining donor databases, tracking expenses and budgeting, direct mail, coordinating placement of advertisements, assisting and participating in special events, arranging for pick-up of donated items, acknowledging gifts and donations, developing effective working relationships with donors, volunteers, and staff to nurture their connection to the organization. May provide secretarial support to development managers and staff.
- Represents YWCA Sonoma County at a variety of community events.
- Organizes and executes on YWCA staff events such as the annual summer retreat and the year-end holiday gathering.
- Supports the CEO by scheduling public speaking presentations and attending to marketing materials, videos and follow up as necessary.

**Performs other duties as requested.**

### Key Behavioral Traits

The consistent display of these behaviors is essential to continued employment:

- **Professionalism:** Treats others with respect. Accepts feedback without defensiveness. Understands needs of the organization might outweigh personal feelings and still provides diligent and careful work product.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction and common sense.
- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicates appropriately before implementing changes.
- **Organizational Culture:** A commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

## **Prerequisite Qualifications**

The candidate must meet the following criteria in order to be considered for employment in this position:

- Minimum of Bachelor's degree and three years proven experience managing nonprofit development activities, preferably in social or human services.
- Significant foundation or high donor fundraising background.
- Good to excellent oral, written and interpersonal communication skills, including ability to relate to diverse populations.
- Ability to relate well to private and corporate funders, Board members, community leaders, consultants, volunteers and staff.
- Positive attitude with strong partnership-building and event planning capabilities. High degree of initiative, attention to detail and project management skills.
- Ability to organize and implement fund-raising programs and events, prospect new corporate sponsors and attain budgeted goals.
- Prior to employment, obtain fingerprint clearance and pass TB testing
- Prior to employment, must pass pre-employment physical and drug test

## **Knowledge & Skills**

- Excellent oral and written communication skills, especially as required in preparing and making presentations, working with various committees and interacting with diverse groups of internal and external contacts.
- Superior interpersonal skills, personal composure and flexibility so as to successfully perform all functions of the position in a fast paced, multi-disciplinary setting.
- Knowledge of with Windows operating system, Microsoft Office and database reporting.
- Effectively manage multiple tasks, conflicting priorities, and deadlines
- Analytical thinking, goal and priority setting, follow through skills.
- Skilled in project management, word processing, data base management and graphic design.

## **Ability to:**

- Learn and understand the dynamics of the cycle of domestic violence and prevention strategies.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner. Maintain and improve professional skills and knowledge. Establish and maintain cooperative working relationships with agencies and individuals contacted during performance of job duties. Be flexible and receptive to suggestions, input and change. Operate modern office equipment, including computer, phone, fax, copier, etc. Understand and carry out both oral and written instructions in an independent manner. Communicate effectively and tactfully in both oral and written forms.

## **Supplemental Qualifications**

The candidate who possesses the following skill(s) is preferred over an otherwise equally-qualified candidate:

- Proficiency in another language other than English, specifically, Spanish or other locally significant languages

## **Physical Requirements**

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.

- Candidate must be able to lift up to 35 pounds
- Movement within office environment including up and down three flights of stairs
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, and computer use
- Ability to sit for extended periods of time

**Excellent Benefits:** The YWCA offers a comprehensive benefits package featuring medical, dental, vision, vacation, sick leave, paid holidays, life insurance, long term disability and an employee assistance program. The YWCA Retirement plan is a condition of employment upon completion of two (2) years of service at one thousand (1,000) hours per year.

**TO APPLY:** Please submit resume & cover letter to [annemarie@ywcasc.org](mailto:annemarie@ywcasc.org) with "Community Relations Assistant" in subject line.

Thank you for your interest in employment with the YWCA. We may be unable to respond to every individual submission due to a high volume of applicants. Please do not telephone. Applicants who do not follow the application procedure are immediately disqualified.