

JOB DESCRIPTION # 405.2

TITLE: Ancillary Support Professional

FUNCTIONAL TITLE: Communications Associate

REPORTS TO: Vice President of Advancement

BASIC FUNCTIONS: This position is responsible for writing for all publications for Seven Hills and its nine affiliates, writing for the various web sites, maintaining social media campaigns, developing videos and photo slide shows, and all related communications collateral.

SCOPE: This position will support the preparation of all printed and electronic collateral material, including maintaining current projects and developing new ones. This position works with individuals agency-wide to develop materials.

QUALIFICATIONS: Requires a Bachelor's degree in Communications, English or related field. Minimum of 3 years' writing experience with proven results in effective communication. Proven ability to handle multiple projects and details simultaneously. Demonstrated, successful oral and written communication skills. English fluency required. Valid Driver's License and access to reliable transportation required. Proven Advanced PC Skills with extensive knowledge of MS Word, Excel, PowerPoint, InDesign, Adobe Illustrator and other applications.

RESPONSIBILITIES/OBJECTIVES:

- Under the supervision of the Vice President of Advancement this position prepares written materials for Seven Hills Foundation and Affiliates. These materials include newsletters, mailings, brochures, annual reports and announcements.
- Maintains related web sites including weekly updates.
- Maintains social media campaigns in collaboration with Grant Writer and interns.
- Provides assistance on grant proposals as needed.
- Develops other communication assets such as videos and slide shows for presentation through email, web site or Constant Contact campaigns.
- Assumes and performs other duties and responsibilities as assigned or identified.

EXPECTATIONS:

- Must be entrepreneurial in spirit and self motivated.
- Proven team player and able to work in fast paced environment.
- Should have creative sense.
- Excellent written ability.

PHYSICAL REQUIREMENTS: Must be able to drive.

STATUS: Exempt

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date

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