



**COMMUNICATIONS PROGRAM ASSOCIATE**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Family and Community Engagement and oversight from coordinators, the position is responsible for performing a variety of administrative support functions involving the planning, coordination, and execution of community events to include: food drives, volunteer appreciation events, partnership events, the Teacher of the Year Dinner and other engagement-related events.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist with oversight and on-site logistics for events from start to finish.
- Complete all administrative tasks associated with community engagement programs such as Beach Bags and VA STAR.
- Work with school representatives to identify weekly and projected Beach Bags needs and order shelf-stable foods for Beach Bags program.
- Organize and oversee volunteers to pack weekly Beach Bags for dissemination to schools.
- Process VA STAR applications and work with school counselors to complete paperwork and disseminate desktops/laptops.
- Create and maintain all necessary documents and spreadsheets for event logistics: rooming lists, activity choices, attendee lists, transportation, audiovisual needs, event specs, etc.
- Maintain file of all aspects of event details for future reference.
- Build start-to-finish timelines and logistics to execute on events in partnership with the coordinators and director.
- Understand our community, in order to give event guests meaningful and positive experiences.
- Track and capture event results and incorporate key learning in event recaps to develop successful future events.
- Request/Update contracts with venues and vendors with oversight from the coordinators and director.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Must have knowledge of working with special events and budgeting and financial management recordkeeping procedures. Must have the ability to work independently in the absence of detailed instruction, comprehend and follow oral and written instructions, manage multiple, complex, and competing activities. Ability to plan, organize, and successfully complete multiple projects and special events, work under pressure, interact, and collaborate with people of all backgrounds with tact, courtesy and diplomacy. Must have an enthusiasm for and commitment to assisting with planning and executing special events. Must have strong organizational and problem-solving skills and excellent written and oral communication skills. Must be skilled in the use of all MS Office products.

**EDUCATION AND EXPERIENCE**

High school diploma or GED, Associates or Bachelor’s degree preferred. A minimum of 3 years of administrative experience in an office setting working with events and/or production coordination, or related field preferred.

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must have the ability to lift up to 25lbs and 26-50 lbs. with assistance.

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.)

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this position.

FLSA status: Non-exempt	Description: 6/19
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