



POSITION DESCRIPTION

Position Title	Department	Reports to
Strategic Communications Assistant	Strategic Communications	Vice President, Strategic Communications
Employment Classification		Work Environment
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	<input type="checkbox"/> In Person <input checked="" type="checkbox"/> Hybrid
Positions Supervised	Salary Range	Revised Date
None	\$46,000- \$50,000	January 2025

ORGANIZATIONAL OVERVIEW

Grand Rapids Community Foundation leads Kent County in making positive, sustainable change. With its endowment, the Community Foundation supports local nonprofits, leads significant social change and helps donors achieve their philanthropic goals. Guided by our North Star, we believe for West Michigan to grow and prosper, we must ensure that everyone can apply their talents and creativity to fuel our future. By connecting across perspectives and overcoming inequities, we can build and sustain an inclusive economy and thriving community.

POSITION SUMMARY

The Strategic Communications Assistant plays a supportive role to the Vice President, Strategic Communications and Strategic Communications Department. They are responsible for the efficient operation of the administrative activities and editorial support functions for the department. The Strategic Communications Assistant will work with diverse stakeholders, including donor, nonprofit, volunteer and community partners.

The Strategic Communications Assistant will have an understanding of and commitment to the Community Foundation’s North Star. They will have experience working effectively with persons from various cultural, social and ethnic backgrounds. They will have a demonstrated ability to work in a collaborative setting, effectively communicate around sensitive issues, a highly developed cultural awareness and the ability to be an active listener.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Administrative Support

- Provides general administrative and project management support to Strategic Communications Department members. Serves as a contact for department-related questions and information, provides scheduling assistance, and maintains general upkeep of files and database records, and general administrative duties as assigned.
- Maintains strategic communications operational standard operating procedures, work plans, campaign plans, media lists, project management databases, editorial calendars, and other operational documents.
- Organizes, catalogues and archives print and digital files (media clips, articles, photos, videos, publications, campaign collateral, etc.) in adherence to organizational filing protocols and record retention policies.

- Manages event sponsorship requests, facilitation, billing, attendance, etc.
- Assists with budget monitoring, including running reports, tracking expenses and submitting documentation for expenses and reimbursements.
- Provides general administrative duties to support the department and organization, as needed.

Editorial Assistance

- Provides editorial assistance for strategic communications campaign and projects. Maintains brand tool templates; assists with initial research of prospective features; compiles campaign requests; facilitates and compiles content submissions and edits to internal and external communication materials; sends correspondence to featured partners; pulls lists for mailings; updates constituent database with information and appropriate files.
- Assists with social media and website content creation, maintenance and monitoring.
- Assists with news monitoring.
- Assists with preparing communications and marketing content and correspondence (graphics, documents, forms, surveys, emails, reports, spreadsheets, presentations, etc.)

Meeting and Event Assistance

- Schedules and coordinates internal and external meetings, interviews, photo shoots, video shoots, etc., ensuring an inclusive and welcoming environment among a variety of stakeholders. This could occasionally include attending off-site and after-hours meetings and events.

Other Duties as Assigned

QUALIFICATIONS

- Strong customer service skills with the ability to establish and maintain authentic, trusting and inclusive relationships with a diverse network of individual, non-profit, vendor and community partners in a culturally competent manner.
- Effective listening, verbal and written communication skills.
- Attention to detail with a high degree of accuracy.
- Moderate experience with databases and data entry.
- Content creation skills and experience with style standards and guidelines, preferred.
- Proficient with word processing and spreadsheet programs, preferably the Microsoft Office Suite.
- Moderate experience with Adobe Creative Suite, Canva and other design and editing software; digital marketing and management tools. Understanding of graphic design, print and video production processes.
- Highly motivated, self-starter with the ability to exercise sound judgement in a variety of situations through critical thinking and analytical skills.
- Ability to contribute to a work environment in which collaboration, respect and honesty are valued. Excellent interpersonal skills are needed.
- A strong sense of integrity, work ethic and ability to manage confidential information with discretion.

EDUCATION and EXPERIENCE

- High School diploma or GED. Associate degree, or equivalent experience, in communications, public relations, marketing, advertising or other related fields preferred.
- Minimum of two years of experience in an administrative function with the ability to work independently, prioritize, schedule and produce work in a timely manner.
- Experience and knowledge of the nonprofit sector, foundations, communications, public relations and/or marketing preferred.

ORGANIZATIONAL COMPETENCIES

All team members are required to uphold the values and vital behaviors of Grand Rapids Community Foundation.

- **Values:** Integrity, Excellence, Inclusion, Sustainability and Bold Aspirations
- **Vital Behaviors:** Give & Receive Openly, Build Trust with Each Other, Create Brave & Safe Space, Embrace Vulnerability and Accountability

Team members are required to comply with the policies, procedures, and safety programs of the Community Foundation as well as follow all state and federal laws and regulations, including but not limited to those related to donor rights, confidentiality, and the Health Insurance Portability and Accountability Act (HIPAA).

WORKING CONDITIONS

- Accomplish essential duties and responsibilities collaborating with team members in a hybrid office environment.
- Communicate and exchange information accurately and timely through in-person and virtual interaction.
- Remain in a stationary or sitting position at least 60% of the time.
- Occasionally move about inside the office for meetings and to access files, printers, etc.
- Constantly operate a computer and other office equipment.
- Occasionally position self to access and maintain files in cabinets.
- Occasionally move or lift items weighing up to 20 pounds.

OUR COMMITMENT

Grand Rapids Community Foundation is an equal opportunity employer committed to hiring and retaining a diverse workforce. We support and comply with applicable state and federal laws prohibiting discrimination in the workplace.

Grand Rapids Community Foundation strives to actively demonstrate our commitment to diversity, equity, and inclusion and the pursuit of racial, social and economic justice in all aspects of our organizational culture and operations, internally and externally. It is the expectation that our team members, committees and Board of Trustees share this commitment and continuously work to deepen their understanding in these areas.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

REVIEWED WITH EMPLOYEE BY

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

REVIEWED WITH ACCEPTED BY

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.