

Position Title	Communication Associate		
Working Title			
FLSA Status	Eligible	Job Code	
Salary Band	A3	Revised	1/2019

General Purpose

Under moderate supervision within established procedures, this position performs a variety of complex and time sensitive activities in support of the District's Communication Department and provides full administrative support to the Communication & Development Director.

Illustrative Examples of Duties and Responsibilities

Prioritizes, schedules, routes, tracks and documents production and timely delivery of materials used for various promotions, special events, communication, fundraising, and other projects.

Responsible for tracking communication projects from initiation to completion. Prioritizes, schedules, and routes projects to appropriate personnel. Monitors project timelines detailing when items are due and staff member responsible. Coordinates with assigned staff to ensure each project timely moves from point to point in the production cycle, project deadlines are met, and finished product delivered as scheduled.

Serves as a liaison with multiple departments, clarifies project requirements, documents any project changes, as well as information or materials needed from requesting department before project can proceed; negotiates project timelines and/or completion date. Ensures requested project information or materials are received and forwarded to assigned staff as needed. Maintains timelines and monitors the flow of each project through all stakeholders.

Assists in maintaining the confidential donor database for the foundation.

Distributes press releases and responds to media inquiries in coordination with the Communication & Development Director.

Maintains a ready supply of promotional materials; coordinates with Graphic Designer and the Finance Office in the maintenance of stock inventory; places orders, verifies invoices, and monitors budgets.

Responds to staff inquiries regarding Communication policies, procedures, and practices.

Coordinates Communication staff production and meeting schedules; coordinates marketing and special event programming and arrangements.

Tracks and documents media coverage; prepares reports.

Researches, establishes, and maintains effective vendor relationships.

Performs other related duties as assigned.



www.sclld.org
 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
 509.893.8250
 Argonne Library
 509.893.8260

Cheney Library
 509.893.8280
 Deer Park Library
 509.893.8300

Fairfield Library
 509.893.8320
 Medical Lake Library
 509.893.8330

Moran Prairie Library
 509.893.8340
 North Spokane Library
 509.893.8350

Otis Orchards Library
 509.893.8390
 Spokane Valley Library
 509.893.8400

Supervision

Reports to: Communication & Development Director

Supervises: N/A

Minimum Qualifications

Required

- Associate degree and three years' recent increasingly responsible clerical or administrative office support experience
- Proficiency in Microsoft Office software

Preferred

- Bachelor's degree
- Experience working with executives and/or a governing board
- Proficiency with SharePoint

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of

- Modern office procedures, methods and equipment.
- Coordinating and scheduling production projects and special events.
- English usage, spelling, punctuation and grammar, and basic mathematical calculations.
- Functions of non-profit organizations

Skill in

- Use of personal computer and associated office software.
- Application and use of SharePoint.

Ability to

- Handle multiple project assignments and meet deadlines.
- Organize and maintain records and files.
- Express ideas clearly and concisely verbally and in writing; be discreet and use good judgment when dealing with confidential matters.
- Gather and analyze data and prepare reports, memoranda and other correspondence; accurately proofread written materials.
- Establish and maintain effective working relationships with other employees, public and private officials, Executive Director, Board of Trustees and the public.
- Consistently demonstrate effective customer service behavior(s);
- Interact in a professional and respectful manner with District staff and the public;
- Establish and maintain effective working relationships in a team environment;
- Use initiative, problem-solving skills, and sound judgment;



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- Work quickly and accurately; follow directions; meet deadlines.

Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. This position requires frequent public contact. Moderate stress may be encountered due to heightened library activities or intense member interactions. The noise level is usually moderate. May be exposed to dust, fumes and/or odors on a recurring basis.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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