



POSITION DESCRIPTION

Public Education and Communications Assistant

INFORMATION

Department:	Media & Publications
Reports to:	Media & Publications Director
Location of Work:	Juneau, Alaska
Salary Grade:	DOE
Employment Category:	Full-time
Classification:	Exempt
Date:	November 2019

SUMMARY/OBJECTIVE

Under the supervision of the Media and Publications Director, and in collaboration with the Development Department, this position is responsible for assisting in the development of SHI marketing and promotional materials (print and online), assisting in the development of communications strategies for major projects, and implementation and maintenance of website updates. A bachelor's degree in communications, business, computer science, marketing, or related field is preferred (or relevant/related work experience). Candidates must demonstrate the ability to take initiative, show good judgment, meet deadlines, and work effectively both independently and as part of a team.

ESSENTIAL FUNCTIONS

1. Assist with updates to and maintenance of SHI's website
2. Assist in the development of SHI marketing and promotional materials (print and online)
3. Assist in the development of communications strategies for major projects and programs
4. Assist in the development and dissemination of SHI program resources (print, audio, video)
5. Work with development staff to secure grants and other funding
6. Produce PowerPoint presentations or other presentation materials for staff
7. Other duties as assigned

COMPETENCIES

- Organized and deadline-oriented
- Excellent collaboration skills
- Knowledge of branding and marketing strategies

- Knowledge of website design and development
- Able to juggle multiple projects
- Ability to work well on own initiative and within a team
- Proficiency in computer applications for word-processing
- Knowledge of Southeast Alaska Native culture, art and history

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time benefited position, working 37.5 hours a week. Normal business hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. This position may be required to work longer hours during project completion.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in computer science, communications, business, marketing, or related field
- 2 years experience in communications, website development, or marketing (or relevant/related work experience).

PREFERRED EDUCATION AND EXPERIENCE

- Proficiency in Adobe Creative Suite
- Experience with the web platform Drupal
- Familiarity with principles of graphic design



OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

