

## ALZHEIMER'S DISEASE RESOURCE AGENCY OF ALASKA

Job Title: <b>Communications Assistant</b>	Revised: 01/20
Department: <b>Development/Communications</b>	
Reports to: <b>Development/Communications Director</b>	FLSA status: <b>Non-exempt</b>

### Position Overview

Under the direction of the Development/Communications Director, the Communications Assistant implements statewide information strategies to provide current, relevant information to diverse audiences. Uses appropriate channels to disseminate agency information. Collaborates with program managers on communications efforts for the Agency's programs and events.

### Essential Job Functions:

- Assists in developing agency's marketing and advertising materials, and quarterly newsletter
- Updates agency website
- Maintains social media platforms
- Adds agency events to online media calendars
- Maintains digital library; photographs or coordinates volunteers to photograph events for publication and for record keeping; maintains media release files for all photographs
- Assists with fundraising events and campaigns
- Acts as back-up for Receptionist as needed
- Other duties as assigned

### Requirements and Qualifications:

- Experience in graphic design using InDesign
- Ability to pass a state and federal criminal background check
- Valid Alaska driver's license with a good driving record and proof of auto insurance
- Bachelor's degree in Communications, Public Relations, Graphic Design or related field preferred, appropriate experience may be considered in substitution

### Knowledge, Skills and Abilities:

- Proficient in Adobe InDesign, Photoshop and other desktop publishing software
- Familiarity with WordPress or similar website platforms
- Ability to prioritize and manage multiple priorities
- Ability to work effectively with volunteers, staff and external contacts
- High level of integrity, diplomacy and initiative
- Excellent verbal and written communication skills
- Ability to work independently, follow directions and organize materials and time
- Knowledge of or the ability to learn about Alzheimer's disease and related disorders
- Ability to operate computers and other office equipment
- Ability to drive, and to use personal vehicle for Agency business

### Physical and Special Requirements:

- Must have the ability to perform lifting and transferring of no less than fifty pounds and demonstrate good body mechanics while performing these tasks
- Ability to work evenings and weekends as needed
- Ability to travel as needed to perform job duties

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.