



Development Assistant

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: Accurately processes account and customer information, enters various types of data into software programs, produces reports as needed, verifies and edits all information, and in consultation with staff, develops/manages print material about the programs and services of Community Works. Research and identification of grant/funding sources pertinent to Community Works programs.

QUALIFICATIONS:

- Experience managing databases required - familiarity with Raiser's Edge helpful.
- Proficiency in Excel.
- Proficiency in web content management preferred - familiarity with Word Press helpful.
- Familiar with social networking tools and PowerPoint required.
- If you are required to drive a Community Works vehicle for your position: you must have a good driving record and a valid driver's license.
- If you are required to drive your personal vehicle for agency business more than 3 times an average month for your position: you must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

SKILLS AND ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Excellent written and verbal communication skills.
- Ability to communicate effectively and present ideas – verbally, visually, and written – in a polished manner.
- Acute attention to detail.
- High degree of accuracy - able to enter data with very few errors.
- Strong problem-solving skills.
- Strong analytical skills.
- Complete tasks thoroughly and on time.
- Creative/strategic thinker.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Enters various types of data accurately into databases, spreadsheets, or other software programs to store the information for future use.
- Facebook and website updates.
- Research and identification of grant/funding resources pertinent to Community Works programs.
- Produces reports from data bases as needed.
- Processes account and customer information, and a variety of other forms of documents, and reviews data for errors and updates.

- Verifies information and operates data entry devices.
- Presents ideas to supervisors.
- Assists with public relations, copywriting, and other events that may become a priority.
- Event planning.
- Operates with integrity and follows up on all assigned tasks.
- Performs other special projects as assigned.

PHYSICAL DEMANDS:

- The ability to work at a computer for extended periods of time.

Position Name: Development Assistant

Department: Development

Supervisor: Program Director

Revision Date:

FTE: 0.6 - .75 Exempt Non-Exempt

Position #: 1434-060CL

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.
Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

Community Works is an Equal Opportunity Employer