

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

COMMUNITY AFFAIRS SPECIALIST

9122-1113-OC

STARTING SALARY: **\$50,067**

EMPLOYMENT OPPORTUNITY: One (1) F/T position with the NHA Community Affairs Department located at 5660 Copley Drive – San Diego, 92111

APPLICATION SUBMITTAL INSTRUCTIONS:

Application must be fully completed (per instructions), signed, dated when submitted. Also, attach original copy of official transcripts from accredited college or university showing educational attainment. **THIS POSITION IS POSTED UNTIL FILLED.**

Applications may be obtained at 5660 Copley Dr., San Diego, 92111; 841 South 41st. Street - San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

JOB DUTIES and RESPONSIBILITIES

Under general supervision of the Director of Community Affairs, the Community Affairs Specialist helps coordinates agency communications as well as performs related community outreach work as required.

EXAMPLES OF ESSENTIAL DUTIES:

The duties listed below are intended only as illustrations of the various 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 this position:

Aggressively pitches media outlets; prepares and assembles information and media kits; prepares and manages media lists and editorial calendars; monitors client media coverage, news, and trends; generates media status reports, monthly activity reports and memos; assists with information gathering, writes responses for media inquiries, and coordinates interviews; create a sustainable media tracking program to include a media database and clip book for all NHA news hits attained by NHA and its programs; develop an internal research program to include community feedback to track NHA brand equity and development within the NHA service territory; establish a sustainable public advocacy list and constituent database for NHA and its programs; attain media support for NHA programs and services including media pitching, press release development and media interview coordination; identify, manage and execute NHA communications and outreach programs including recruitment, client communications and crisis communication; assists in updating and maintaining NHA and other program websites; assists in

JOB DUTIES and RESPONSIBILITIES (continued)

coordinating and managing NHA social media; agency gift and donation policy, and agency sponsors; assist in coordinating VIP visits and tours to NHA; provide proofreading and editorial support for agency communications and publications; participate in community outreach functions and community events on behalf of NHA; provide support for NHA events and community sponsorship opportunities; support overall function of the Community Affairs Department.

Education, Training and Experience:

Bachelor's degree in Public Relations, Advertising, Marketing, Communications or related field and a minimum of 2 years implementing media, public relations or marketing strategies.

Knowledge of:

Current public relations principles and practices, brand marketing and positioning, public relations and marketing plans, understanding of media industry, advertising and media buys, working with print and electronic media, media pitching, MS Word, PowerPoint, Excel, WordPress, Facebook, Twitter, Google Analytics, Google+, LinkedIn, YouTube, Email marketing, website optimization, and database management and editing.

Ability to:

Communicate clearly and concisely, both orally and in writing; organize, set priorities and exercise sound independent judgment within areas of responsibility; establish and maintain effective working relationships with clients, other professional staff and the public; manage multiple projects; work under deadlines; work effectively in a fast paced environment; handle high priority projects simultaneously; be self-motivated and outcome-oriented; write basic press releases, media pitches, website copy and advertising copy; communicate effectively with people of various educational, socio-economic and cultural backgrounds; operate a computer using word processing, spreadsheet and database software applications, and operate other standard office equipment.

Special Requirements, Licenses & Certifications:

A valid California driver license and access to reliable transportation; May be required to work some evenings and weekends; Bilingual preferred.

PHYSICAL & MENTAL DEMANDS

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to repetitively finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Also, while performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions, work under intensive deadlines and interact with managers, employees, retirees, benefit plan administrators and carriers, applicants and the public

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APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

Please note that offers of employment are only valid if they are made by the Human Resources Department
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FILING APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; LTD, health, life and dental insurance's; credit union; payroll savings plan; Social Security and Retirement Plan.

HOURS

The normal workweek is 5 days or 40 hours. Weekend and evening work hours as required. Actual work hours may vary between 6 a.m. – 11 p.m.

INTRODUCTORY PERIOD

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS

NEIGHBORHOOD HOUSE ASSOCIATION hires only U.S. citizens, and lawfully authorized alien workers in accordance with the Immigration Reform Act of 1986.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.