



NOW HIRING

Executive Assistant/Communications Specialist

DEPARTMENT: Administration

HOURS PER WEEK: 40 hours/week- Full Year

PAY RANGE: RM1/L2

POSITION DESCRIPTION

General Scope of Duties:

The **Executive Assistant/Communications Specialist** is responsible for administrative support systems including reception, supplies, file maintenance, meeting logistics, and special projects. The Executive Assistant provides direct support to the CEO, Board of Directors and the administrative team including the CFO, Human Resources and Director of Development assisting with advancing the community presence and perception of the Agency in the community, including marketing, fundraising and community outreach efforts by the agency. Exercises discretion and independent judgement with respect to matters of significance affecting daily operations of the administration and operations of special projects. Maintains confidentiality of information and activities as needed and supports the effective flow of communication within the organization. This position supports the development of effective internal and external communications and the implementation of key public relations strategies, in alignment with the overall mission and strategic plan. Primary responsibilities include creating messaging and content designed to communicate and reinforce WCAP programs, services, resource development and work plans.

General Requirements:

- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least five (5) years of experience in administrative management required; in social service setting preferred.
- Three (3) years of progressive experience in planning, communications, marketing, public relations, market research, or equivalent combination of education, training and/or experience in a non-profit setting is required.
- Must have analytical skills and creative experience necessary to address targeted messages to a variety of audiences.
- Strong written and oral communications skills and solid grammar are essential, including ability to write well, listen effectively, interview and gather pertinent information from sources at all levels in the organization, and work with varying levels of staff.
- Must be able to work well under pressure and to manage multiple projects simultaneously.

- Must be able to maintain confidentiality regarding any access to staff, client, or agency information.
- Background in Communications, Marketing a plus and preferred.
- Supervisory experience.
- Proficient with Microsoft Office products, including Excel, Word and Outlook.
- Proficient with Adobe Creative Suite products, esp. Photoshop, InDesign and Illustrator.
- Strong organizational/time management skills.

Education Requirements:

The following education requirements are considered essential:

- A Bachelor's degree social services, communications, public relations or similar field. Emphasis in marketing, communications, public relations or related field preferred.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.