### Job Description

**Position:** Community Engagement Assistant

**Summary:** The Community Engagement Assistant’s primary responsibility is to promote and foster positive awareness and community involvement in Greenhill’s mission and programs through communications and events. The Community Engagement Assistant supports the Community Engagement Manager in Greenhill’s public relations, special events, humane education, and outreach programs.

**Reports to:** Community Engagement Manager (CEM)

**Hours:** 30-40 hours/week depending on events schedule (may include early morning, nights and weekends).

**Compensation:** This position is compensated on an hourly basis, and is eligible for benefits, including health and dental insurance, paid vacation, paid sick leave, and more, after completion of waiting period. Starting wage is $10.50 - $11.50/hour based on experience.

**Essential functions:**

**Outreach**
- Work in harmony with all shelter departments to ensure positive community relations and a strong awareness of Greenhill and its programs.
- Act as liaison for members of the public who want to fundraise for the organization.
- Conduct tours of the shelter.
- Follow current media and communications strategies as determined by the Executive Director and the CEM.
- Stay up to date on shelter events, programs, and talking points.

**Marketing / Media Relations**
- Assist in the creation of promotional materials (digital and printed) related to events, GHS programs, and animals available for adoption.
- Work with CEM to create content and monitor social media accounts on a daily basis. Respond to inquiries and direct messages in a timely and professional manner.
- Generate and assist in the creation of printed materials and on-line newsletters.
- Coordinate pet promotions for TV/Radio/Print Pet of the Week segments.
- Appear on Pet of the Week segments on television and radio when volunteers are not available.
- Ability to work with CEM to ensure all marketing materials and online communications are consistent in style, content and layout, and follow the Greenhill Humane Society Style Guide.

**Events**
- Assist in promoting and staffing special events for the purpose of adoptions, community awareness, and fundraising.
- Coordinate and participate in off-site outreach opportunities such as festivals and conferences to strengthen positive relationships with the community. This may include preparing materials, representing the organization during events (occasionally as the sole staff member), and coordinating transportation of supplies and animals to the event.
- Serve as an ambassador to the public on behalf of Greenhill Humane Society. Must be professional, welcoming, and courteous at all times.
- Transport materials and/or animals to off-site events.
- When needed, assist with events for other GHS departments.
- Coordinate onsite events as needed.

**Education/Youth**
- Schedule and facilitate on-site birthday parties.
- Schedule and lead on-site and off-site youth humane education presentations.
General responsibilities

• Meet with CEM regularly to determine strategies and assess progress.
• Treat all animals humanely, properly, and with compassion at all times, and promote a humane and caring attitude toward all animals.
• Work courteously and cooperatively with other staff members and volunteers. Work with co-workers to ensure positive communication.
• Attend staff meetings and trainings.
• Keep current with shelter events and program updates.

Qualifications:

• Demonstrated skills and experience in the creation and management of social media content.
• Demonstrated skills and experience in the design and production of print and digital content.
• Strong oral and written communications skills; confident public speaker.
• Strong creative, strategic, and organizational skills.
• Ability to maintain professionalism and enthusiasm when coordinating volunteer teams.
• Literacy in the Microsoft Office suite and Google Drive required.
• Literacy in email marketing programs, the Adobe Creative Suite, basic HTML and CSS and/or content management systems such as WordPress preferred.
• Ability to communicate with and deliver presentations to a variety of age groups.
• Ability to manage multiple projects and deadlines at a time.
• Excellent interpersonal skills; ability to interact professionally and compassionately with a wide variety of people and to remain pleasant and calm even in stressful situations.
• Ability to work a flexible schedule with some early morning, evening and weekend work.
• Frequent local travel is required.
• Valid Oregon Driver’s license is required.
• Interest in and knowledge of animal welfare issues preferred.

Physical demands:

• Must be able to walk, stand, sit, read and talk for up to eight hours a day; drive, bend, reach, and kneel frequently; and to lift up to 50 lbs.
• Ability to restrain and humanely handle animals.

Work environment:

While performing the duties of this job, the employee may be exposed to noxious odors, fumes, and airborne particles (including allergens such as animal fur and dander); toxic or caustic chemicals; and potentially volatile situations which can present risk of violence or injury. The noise level in the work environment is usually moderate and occasionally may be loud. This position requires regular exposure to animals and outdoor work in all weather conditions. Allergic conditions, which would be aggravated when handling or working with animals, should be considered.