

Subject: Southwest Neighborhoods, Inc. (SWNI) Communication Specialist Job Description	Effective Date: 10-26-2011
Revision Authors: Janet Hawkins, Fran Lair, Sam Pearson, Sylvia Bogert	Revision Date: 09-11-2011
	02-15-17
Approved by SWNI Board (date): 10-26-2011	Page(s):

**DRAFT Communication Assistant  
Job Description**

Southwest Neighborhoods, Inc. (SWNI) is a nonprofit public benefit corporation that promotes citizen participation and crime prevention services by providing staff assistance to a Board of Directors, seventeen neighborhood associations, and three business associations in Southwest Portland.

**General Description:**

This position is responsible for newspaper communications for SWNI organization. This is a TEMPORARY part time position (approximately 40 hours per month).

**Responsibilities:**

**Website**

- Post monthly newspaper to website

**Newspaper Publishing**

- Work with the executive director on the design and publication of a monthly newspaper
- Communicate with printer and meet printing requirements and schedules
- Work with SWNI Office Specialist to monitor advertising space and administer advertising policies
- Send out monthly newspaper deadline reminders to neighborhood associations, SWNI committee chairs, and community partners
- Track and place monthly newspaper submissions as appropriate
- Coordinate volunteer proofreading of newspaper
- Send final newspaper copy to printer per agreed deadlines
- Review income and expense of newspaper publishing with executive director
- Review and comply with US Postal Service postal bulk mailing requirements
- Work with

**Required Skills/Qualifications**

- Experience with InDesign, Photoshop and Acrobat
- An independent, self-motivated, resourceful individual who works well with a variety of individuals and groups.
- Excellent organizational skills and interpersonal communication skills.
- Willingness to work a flexible schedule, including some evenings or weekends.
- Experience and demonstrated skills using Microsoft Word and Excel
- Experience with Drupal or other website content management system or ability and willingness to learn
- Ability to focus to complete tasks and meet deadlines, amidst many distractions and interruptions

**Desirable Skills/Qualifications**

- Experience MAC
- Constant Contact or other email marketing experience