

Subject: Southwest Neighborhoods, Inc. (SWNI) Communication Specialist Job Description	Effective Date: 02-22-17
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**Communications 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. SWNI works to improve racial equity, diversity and inclusion in all facets of the organization.

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
- Distribute newspaper to designated locations and community bulletin boards.

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

- Constant Contact or other email marketing experience
- Graphic Design experience
- Be familiar with taking print documents to press and converting to web format