Sample Job Description #6:
Communications Assistant, Communications Department – XYZ Organization (TEST ORGANIZATION)

Purpose:
XYZ Organization (TEST ORGANIZATION)’s Communications department provides the overall communications strategy for organization. This role comprises assisting with various communications, public relations, writing, graphic design, and layout needs for print and web-based materials.

Key responsibilities:
- Assist department in various writing capacities
- Meet and interview donors and craft feature stories about them
- Write articles for regional newsletter
- Assist department in design of donor recruitment materials: e.g. brochures, fliers, posters, stuffers, etc.
- Brainstorm creative ideas for campaigns, promotions, special blood drives and event themes
- Assist in design of specific materials: e.g. coupons, table tents
- Take text provided to layout post cards or information pieces
- Serve as photographer at events

Relationships:
Reports to Manager, Communications for on-the-job training and supervision
Close interaction with other paid and volunteer staff. Support could be provided to a variety of departments.

Qualifications:
- Dependable and responsible
- Bachelor’s degree in Communications/Public Relations, Journalism, English, Strategic Communications, Graphic Arts, or Visual Communications or equivalent
- Excellent writing skills
- Understanding of key messaging structures
- Excellent graphic design skills
- Understanding of key graphic design programs: Adobe InDesign, PhotoShop
- Ability to work, research, and brainstorm ideas independently
- Various office skills necessary

Required Training:
Orientation provided by the Office of Volunteers and specific task training by supervisor in department.