

## JOB DESCRIPTION

**POSITION:** Community Relations Staff Support  
**DEPARTMENT:** 230 Outreach  
**REPORTS TO:** Community Relations Director  
**Wage & Hour Status:** Non-Exempt / Full-time  
**Pay Grade:** 110 CSC / Staff Support  
**Hiring Range:** \$18.01 - \$19.81 per hour

**PURPOSE:** Assist with enhancing community awareness of the Coalition's mission, services, and resources.

### DUTIES AND RESPONSIBILITIES:

- Assists with planning and executing events, including:
  - researching, ordering, and preparing materials and equipment;
  - scheduling staff and volunteer assistance; and
  - documenting results.
- Assists with creating and distributing communications for distinct audiences, including:
  - press releases,
  - brochures,
  - flyers,
  - articles, and
  - digital messages.
- Attends scheduled conference calls, webinars, and trainings, as necessary.
- Attends and assists with community events outside regularly scheduled operating hours of the Coalition, including evenings and weekends.
- Other duties as assigned by management staff.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

- Minimum Education: High school diploma.
- Minimum Work Experience: One year experience in community relations, including event planning and communications.

#### Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office Programs (with emphasis on Outlook, Word, PowerPoint, and Excel).
- Proficient with web-based applications.
- Effective communication skills, including strong business writing abilities.
- High degree of integrity and honesty.
- Excellent interpersonal skills as well as the ability to interact with all levels of management.
- Works and communicates with people from multi-cultural backgrounds and socio-economic levels.



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- Creative and energetic self-starter who is organized and able to prioritize and meet deadlines.
- Works independently with minimal supervision in a fast-paced environment.

**PREFERRED QUALIFICATIONS:**

**Education and Experience:**

- Preferred Education: Associate degree in related field.
- Preferred Work Experience: Two years of experience in community relations, including graphic design, social media promotion and analysis, email marketing, and / or video production.

**Knowledge, Skills, and Abilities:**

- Speak, interpret, and translate Spanish and/or other languages.
- Knowledge of design principles.
- Knowledge of local community resources.
- Knowledge of the early learning field.

**REQUIREMENTS:**

- Ability to stand; walk; sit for extensive periods of time; use hands and fingers to operate a computer and telephone keyboard and calculator; reach with hands and arms; and stoop, kneel, or crouch. In addition, the employee will occasionally lift and/or move up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must submit and pass a level 2 background screening and E-verify requirements.
- Requires a valid Florida Driver’s License, good driving record, and automobile insurance.
- Submit and pass a drug screening.
- Telecommuting may be required for emergency situations.
- Work flexible hours/schedule, as needed.

**WORK ENVIRONMENT:**

Works primarily in an office environment.

Approximate travel: 20%

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Coalition.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date