



**Phone:** (513) 569-1840 \* **Fax:** (513) 569-4354 \* **Website:** [www.cincy-caa.org](http://www.cincy-caa.org)

#### JOB DESCRIPTION

<b>Position Title:</b>	Community Relations Specialist	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	Community Relations	<b>Pay Grade:</b>	8
<b>Work Hours:</b>	80 hours bi-weekly, evenings and weekends required	<b>Revision Date:</b>	December 2014

#### Work Location:

Cincinnati-Hamilton County Community Action Agency \* 1740 Langdon Farm Road \* Cincinnati, Ohio 45237

#### POSITION SUMMARY

Organizes and executes efforts to represent CAA in the most favorable light both externally and internally. Provides quality control for the work of the department to ensure timely updates and accurate records. All duties are performed in accordance with CAA policies and procedures.

#### ESSENTIAL JOB FUNCTIONS:

##### *Under General Supervision:*

1. Produce newsletter
2. Write, proofread and edit agency materials including but not limited to press releases and annual report
3. Coordinate and oversee our social media strategy
4. Develop and coordinate special events
5. Participate in public speaking engagements as needed on behalf of CAA
6. Staff community events as needed – festivals and fairs.
7. Take photographs to support various Agency publications.
8. Build and maintain Community Relations databases.
9. Update, edit, and solicit content for both our intranet and internet site
10. Perform administrative functions, including answering telephones, ordering supplies, completing check requests and purchase orders, scheduling meetings, coordinating mailings, and maintaining records.
11. Provides support on special events committees.
12. Assists the Community Relations Director in strategic development and implementation of various campaigns.

The above statements are intended to describe the general nature and level of the work being performed by staff assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Additionally, C-HCCAA management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

#### QUALIFICATIONS AND REQUIREMENTS

##### *The incumbent must have:*

1. Hold a minimum of a Bachelors degree in communications, graphic design, or a related field, or an Associate degree, plus 3 years of related experience.
2. Be proficient in Microsoft Office applications.
3. Have experience working with diverse populations, including low to moderate-income families.
4. Have the ability to multi-task and prioritize duties.
5. Be able to communicate professionally orally and in writing.

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS



The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

**WORK ENVIRONMENT:**

Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, with occasional outdoor exposure to heat, cold, and environmental elements.

**PHYSICAL DEMANDS:**

6. Be able to meet the following physical requirements, with or without reasonable accommodation:
- a. Use hands to manipulate, handle, feel, and control items or equipment;
  - b. Talk and hear;
  - c. See and be able to read, write, and interpret written documents;
  - d. Occasionally lift and move objects weighing up to 25 pounds.

**ORGANIZATIONAL STRUCTURE:**

**Reports to:** Community Relations Director

**Manages:** None

*Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.*

Your employment with the Cincinnati-Hamilton County Community Action Agency is entered into voluntarily or “at-will,” meaning that both you and the employer may end the employment relationship with or without reason, cause or notice. You are free to terminate your employment at any time, with or without cause. Similarly, C-HCCAA has the right to terminate the employee’s employment, or otherwise alter an employee’s position, duties, title or compensation at any time, with or without cause or notice. Therefore, the only employment relationship that exists is one terminable **at will** by either the employee or C-HCCAA.