



**Position:** Communications and Administrative Support

20 hours per week

Reports to the Executive Director

**Description of position:** The Communications and Administrative Support position is part time (20 hours/week) responsible for communications and administrative support at the Orcas Island Community Foundation (OICF) on Orcas Island. This position provides support to the OICF Executive Director in the areas of communications and administrative services.

**Primary Duties and responsibilities:**

### **Communications and Marketing**

- Help develop and execute an annual communications plan to include activities outlined in OICF's strategic plan.
- Coordinate and execute layout and design of OICF communication pieces, including newsletter, annual report, donor ask letters, and other office materials. Order stationary and printed materials as needed.
- Maintain and update content on OICF website, blog, and Facebook page.
- Create and distribute regular electronic newsletter.
- Update intranet for board access; help new members gain access.
- Assist with coordination of meeting schedules, communication and mailings.
- Train and supervise office interns on projects as needed.
- Craft and distribute surveys as needed.
- Assist with events for nonprofit training, including but not limited to Board Boot Camp and other trainings for Orcas Nonprofits.
- Other duties of this nature as assigned.

### **Executive Director Support**

- Assist with donor outreach and retention efforts.
- Conduct data research and analysis on an ad hoc basis as requested to assist the Executive Director in developing materials or other activities.
- Prepare and distribute documents for committee and board meetings as requested.
- Assist with coordination of events.
- Other duties as assigned.

## **Administrative Support**

- Maintain effective communication on business issues and status through regular communication with the Executive Director.
- Order supplies and equipment with appropriate approvals. Coordinate repairs, janitorial and other services for maintenance of the office.
- Assist with coordination of meeting schedules, communication and mailings.
- Provide support for OICF committees as assigned
- Update and maintain office and Board policies and procedures.
- Other duties as assigned.

### **Skill set:**

- Confidentiality.
- Flexibility.
- Excellent verbal and written communications skills.
- Ability to manage time efficiently.
- Proficiency in MS Office (Excel, Word, Powerpoint), website maintenance and social media
- Willingness to train in new technologies.
- Positive attitude and ability to work as part of a team.

## **Compensation**

\$20 per hour or greater depending on qualifications

3% Simple IRA matching and health insurance stipend effective after three months on the job as may be amended and approved by the OICF Board.

The current OICF Board policy is:

## **Health benefits**

The Foundation provides a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) for fulltime employees and a monthly contribution of \$250 to a Health or Family Savings Account for part time employees.

## **Retirement benefits**

The Foundation maintains a SIMPLE-IRA plan for qualified employees. The plan is voluntary and primarily funded by the employees. The Foundation matches participating employee's contributions up to a maximum of the lesser of:

(1) three percent of the employee's compensation or, (2) the employee's contribution

Employee contributions are limited to \$12,500 per employee as of 2018, or \$15,500 for employees over 50. These limits are set by the IRS, and are subject to change each year

**Paid Time Off**

48 hours PTO per year (earned at 4 hours per month) and 11 paid Holidays per year.

**Review**

Reviews will be conducted every three months during the first year and then repeated on an annual basis.