



**Job Description
Public Relations**

Job title: PUBLIC RELATIONS ASSISTANT

Reports to: PUBLIC RELATIONS MANAGER

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|-------------------------|---|--|-----------------------|
| Level/Grade: 26 | Type of position: Part-time seasonal | EEO Classification: Admin Support staff | Routine Driver |
| Location: 1Admin | | | |

Position Summary:

Responsible assisting in the Public Relations Manager as directed. Duties include creating printed materials and maintaining data bases for the SHARE Foundation annual golf tournament. Working as a staff member during the golf tournament, assisting with all aspects of preparation, registration, and clean up or other duties as directed. Responsible for assisting the Public Relations Manager with employee/public relations activities as needed. Flexible scheduling with less than a 1000 hours worked annually based on department needs. Minimal weekend work required during the golf tournament.

Qualifications: Two years administrative experience required. Experience in public relations, marketing, advertising, or similar field preferred. Proficiency in Microsoft Word, Publisher, Excel, and MS Office required. Must be professional, well organized, with excellent verbal and written communication skills. Should function well at a fast pace and be able to adjust to deadlines and changes. Creativity and initiative are essential.

Evaluation Key: Met **(M)** Needs Improvement **(NI)** Not Met **(NM)** Work in progress **(WIP)**

Instructions: Complete electronically or in ink. Do not erase or use white out and initial any corrections. Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential job functions:

Public Relations:

| Requirement | Key | Comments: |
|--|------------|------------------|
| Create design for all advertising to include Community Calendar, post cards, News Times, brochures, fliers and thank you ads | | |
| Compose all mailings to sponsors, golfers and auction donors | | |
| Create and maintain golf data base and create mail merges from data base | | |
| Compose and maintain all spreadsheets related to golf including registration and auction | | |
| Create billing invoices and mail and track payment | | |
| Create and mail thank you letters | | |
| Organize an auction volunteer committee | | |
| Record and maintain golf and auction committee minutes | | |

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| Send invites to committee members and secure food for meetings | | |
| Compose press releases as requested | | |
| Assist entering E-tapestry as necessary | | |
| Maintain all records for financial reporting | | |
| Create design for banners and signs and coordinate order with sign company | | |
| Create table signage for auction | | |
| Create bid sheets for auction | | |
| Email minutes and updates to committee | | |
| Maintain records of hole sponsors and assignments | | |
| Monitor online payments | | |
| Assist Auction and Golf Chairs as requested | | |
| Assist with compiling binders for tournament weekend – volunteer sign-in, contests and registration | | |
| Create auction brochure | | |
| Complete all tax receipts for players, sponsors and donors | | |
| Compose Tee Talk newsletter the week of the tournament | | |
| Compose key cards | | |
| Become familiar with tournament software to enter all players and complete flighting | | |
| Handle credit card payments at registration and auction | | |
| Assist with loading, delivery and set up of tournament supplies | | |
| Assist with registration | | |
| Manage Country Club course during tournament weekend | | |
| Supervise set up of auction at County Club course | | |
| Assist with lunch service both days of tournament at Lions Club | | |
| Assist with Country Club course contests both days of tournament | | |
| Assist with volunteer check in as needed | | |
| Assist with food drink delivery as needed | | |
| Perform all other duties as assigned to include employee relations events | | |
| Adhere to Policies and Procedures: | | |
| Adhere to punctuality, attendance and absenteeism policies | | |
| Keep informed of and comply with the non-discrimination policy: | | |
| Provide proof of current valid driver's license and current automobile insurance to SHARE administration each time | | |

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| documents renew | | |
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SHARE Foundation does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. Linda D. Stringfellow, COO of SHARE Foundation, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap.

Evaluation goals:

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| 1. |
| 2. |
| 3. |
| 4. |

Recommendation:

Employee Comments:

Physical Requirements:

Light Work: sitting/standing, exerting up to 20lbs.occasionally and or 10lbs.frequently

For some seasonal events must be able to tolerate exposure to outdoor activity and heavier physical work including but not limited to long periods of standing and exposure to high temperatures.

- Ability to perform repetitive tasks and/or motions
- Ability to distinguish colors
- Ability to hear alarms/ telephone/tape recorder/normal speaking voice
- Must exhibit good manual dexterity
- Clarity of vision with/without corrective lenses
- Must be able to negotiate stairs

Other Requirements:

- Must have valid Current Driver's License
- Furnish own transportation
- Must maintain current automobile insurance coverage
- Must be able to travel as required

***This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.**

SHARE FOUNDATION MISSION STATEMENT

The mission of SHARE Foundation is to identify, develop and foster programs and services that further the health and well being of the people of our community and surrounding areas.

Employee Signature: _____ **Date** _____

Supervisor Signature: _____ **Date** _____

Reviewed by: _____

