

## JOB DESCRIPTION FOR ASSOCIATE I/II

**Summary:** Under close or general supervision, develops, creates, and coordinates production of communications materials. Plans and coordinates activities of designated projects to ensure that goals or objectives of projects are accomplished within prescribed time frame, funding parameters, and at our high-quality standards. Provides assistance to the Director level and above, including board activities, publications, volunteerism, special projects, and events planning, to create and maintain favorable public image for the non-profit organization by performing the following duties.

### ASSOCIATE I:

Under close supervision, this position includes the following responsibilities:

#### *Administration/Operations:*

- Maintains membership database and executes front-line communications such as renewal letters, reminders, and thank you letters.
- Assists in maintenance of organization website by reviewing and updating content and posting material.
- Assists in maintenance of communications via social media and other outlets.
- Assist in maintenance of required insurance, including workers comp and liability insurance.
- Maintain files, inventory, and organization of resources.
- Provide secretarial or executive services for PEAC, Associate, and other organizational groups.
- Provide technical and administrative support to superiors as needed.
- Marketing materials maintenance such as coordinate printing/logo changes of stationery, envelopes, business cards and brochures.
- Order office supplies, equipment and software, ensure phone and office contracts are current.
- Review and answer correspondence via social media, e-mail, phone etc.
- Assists in development and maintenance of work procedures and office policies.
- Assists in identifying fundraising opportunities and developing and submitting grant applications.
- Assist in identification and utilization of community resources to recruit and encourage volunteerism.
- Provides outstanding customer service to stakeholders, Board Members, and CSPC team members and keeps them informed of organizational activities.
- Assist with project stakeholder outreach and recruitment as assigned.
- Assist with monthly invoicing review and invoice development process as assigned.
- Other duties as assigned.

### **Technical Program and Policy Work:**

- Maintain an enthusiasm for and understanding of CPSC's mission.
- Assist in planning for CPSC workshops, webinars, seminars, strategies and schedules, and coordinates related promotional project activities and public education campaigns. Attends these events as needed and assists in the successful execution of such events.
- Maintains electronic database of media contacts.
- Assists in planning and execution of research for technical project work including focus groups, surveys and collection events and programs.
- Prepares project reports and communication materials for superiors.
- Assists superiors in identifying opportunities for volunteer projects.
- Drafting articles for various publications as well as model letters of support for legislation.
- Working on project campaigns to encourage the uptake of EPR, product stewardship, and circularity across California.
- Assists with communications projects, including print, electronic, social media, special events, and direct mail, to fulfill those aspects of the organization's objectives.
- Assists with preparation and distribution of fact sheets, news releases, photographs, or scripts to media and others interested in learning about or publicizing organization's activities or services.
- Organizing and preparing superiors for media appearances and travel planning.
- Represents non-profit organization during community projects and at public, social, and business gatherings.
- Generates internal and external publications, including gathering data, drafting articles, taking photographs, selecting graphics, designing format of publication, and determining distribution methods.
- Assists with special events such as fundraisers, anniversary celebrations, and awareness functions.

### **ASSOCIATE II:**

This position requires at least one year of experience under the Associate I position or equivalent. Further, under general supervision, this position includes the following responsibilities:

Performs the full range of duties related to Associate I and the following additional duties below.

#### ***Administration/Operations:***

- Assist in developing and updating contracts and files for consultants and employees.
- Sort and process incoming mail and deposit checks as needed.
- Assist the CPSC accountant in maintaining accurate and up-to-date financial records as needed.
- Other duties as assigned.

### **Technical Program and Policy Work:**

- Assists with the preparation, review, and distribution of fact sheets, news releases, photographs, or scripts to media and others interested in learning about or publicizing organization's activities or services.

- Assists with planning and coordination of special events such as fundraisers, anniversary celebrations, and awareness functions.

**Supervisory Responsibilities:** This position has no supervisory duties, although this position does include training responsibilities for interns.

**Problem Solving** - Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well in group problem solving situations, and uses reason when dealing with emotional topics or people.

**Technical Skills** – Use of computer, Outlook, Windows programs, SurveyMonkey, MailChimp, Canva, and Wix for website postings required. Assesses own strengths and weaknesses, pursues training and development opportunities, strives to continuously build knowledge and skills, and shares expertise with others.

**Billable Time** – Minimum of 50% of time each month is billable to project work unless there are extenuating circumstances, and you have prior supervisor approval.