



JOB DESCRIPTION

JOB TITLE: Development and Communications Assistant REVISION DATE: 3/22/24
 REPORTS TO: Development Director
 STATUS: Exempt: _____ Non-Exempt: X
 SCHEDULE: M-F with some evening hours for events; 15 hour/week with flexibility
 SALARY: \$25.24 - \$27.00/hour DOE

JOB SUMMARY

The Development and Communications Assistant strives to fulfil the mission of Operation Nightwatch – with an emphasis on fairness, honesty, dignity and respect. This is achieved by assisting the Development Department with Special Events, Fundraising, Communication and Public Relations including social media. This is an entry-level position at a mission focused nonprofit organization that cares for our unsheltered neighbors with food, shelter, housing and hope.

JOB RESPONSIBILITIES

Development 95%

- Assist with daily administrative tasks including data entry, donation processing, proofreading, and preparing Development documents as needed, etc.
- Assist with special events and projects as directed.
- Attend special events and volunteer events and take photos as needed for social media, newsletters, etc.
- Assist with planning and support of fundraising campaigns, including GiveBIG.
- Grant research and editing as needed.
- Provide Social Media support for Operation Nightwatch in direct collaboration with other staff.
- Assist with producing the monthly newsletter.
- Update marketing collateral/PDFs using Canva and Adobe Acrobat.
- Participate in calls with outside consultants, at the direction of the Development Director, especially around the Annual Fall Fundraiser and as otherwise assigned.
- Conduct research as needed to support the Development Team.

Organizational (5%)

- Assist as a team member with other community needs.
- Perform other related duties as required.

ESSENTIAL QUALIFICATIONS

Experience:

- **Education:** Associate’s or Bachelor’s level, or relevant experience.
- **Technical skills:** Proficient in Microsoft Office Suite and familiarity with donor/customer database management software (SalesForce is preferred); Familiarity with updating website platforms is preferred.
- **Faith:** Holds a personal Christian faith or are able to work in harmony/concert with our Christian mission; Demonstrated comfort speaking and engaging with Churches and the faith community.

- **Other Qualifications:** Strong communication, organization and time-management skills; Detail oriented with a skill for editing written materials; Ability to work collaboratively in a chaotic environment; Ability to communicate effectively and kindly with persons of varied backgrounds that might be differently-abled.

WORK ENVIRONMENT

Operation Nightwatch administrative offices have shared space and are very collaborative in nature. Our services sites can be chaotic and fast paced.

Clients can be aggressive, hostile, and communicate their needs in ways that are offensive and/or hurtful towards staff.

ORGANIZATIONAL BENEFITS

- **Paid Time Off:** Annually 9 paid holidays, 80 hours vacation, 96 hours sick leave – prorated based on hours worked
- **Flexible Work Schedule**
- **Retirement:** After 2 years of employment and \$5000/year in salary, Employer matches up to 3% of employee contribution in a Simple IRA

This Job Description reflects Operation Nightwatch’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____

Date: _____

Supervisor Review: _____

Date: _____