

Toledo Lucas County Homelessness Board

JOB DESCRIPTION

JOB TITLE: Communication and Data Specialist
CLASSIFICATION: Administrative Support
STATUS: Hourly, Full-Time (37.5 hours per week)

SUPERVISOR: Executive Director

NATURE OF THE WORK: This position provides supportive assistance to current staff, accomplished by performing a variety of tasks. Will become part of a positive, results-oriented work environment accomplishing tasks that make a difference in the lives of others. Normal hours: Monday – Friday.

COMPETENCIES/ESSENTIAL FUNCTIONS:

1. Monitors data quality, compiles and inputs data, drafts reports, runs reports and researches information allowing for effective communication to funding sources and the community as a whole.
2. Assists in data collection, analysis and report writing in order to provide relevant data, assembling spreadsheets and developing graphs to illustrate performance-based outcomes and other work of the CoC.
3. Assists in implementing and maintaining Face Book page as well as Twitter account.
4. Creates public relations tools including website, e-newsletter and media releases to support distribution of information about homelessness in the Lucas County and the work of the CoC.
5. Develops and maintains up-to-date press contact, elected official and partner database.
6. Researches and identifies grants and other funding sources that are available and assists in writing and developing grant proposals.
7. Maintains appearance of the office and self in a manner to enhance public relations and dignity of the agency
8. Carries out policy and procedures of the agency.
9. May participate in community work, staff development, agency-wide projects and performs other related duties as requested.
10. Assists with general office tasks to support all employees.

ESSENTIAL BEHAVIORS: Must possess a highly professional demeanor and have the ability to communicate effectively and sensitively with funders, fellow staff, other agencies, CoC partners and the public. Must be detail, quality, customer and deadline oriented. Must demonstrate organizational skills. Have the ability to be flexible and work independently. Must be resourceful and take initiative. Have excellent knowledge of grammar and general office practices. Must abide by the agency code of ethics policy. Must strive to continuously improve own and agency operations

EDUCATION AND EXPERIENCE: Prefer Associates or Bachelor's degree in communication, business, public administration, nonprofit management, social services or related field and six months experience. Will accept resumes of individuals who have a combination of education and work experience in public administration, nonprofit, social services or related field. Must possess strong written and verbal communication skills and ability to communicate with diverse populations. Must have proficiency with

office technologies and Microsoft software (e.g., Word, Excel, Power Point, Publisher). Must have experience in managing, monitoring and evaluating outcome-based programming. Prefer having knowledge/experience in grant writing, public relations and marketing.

WAGE AND BENEFITS: \$13.50 to \$13.95 per hour for up to 37.5 hours per week (full-time), holiday, sick, vacation and employee health insurance.