
Job Title: Communications Associate

Regular Full Time

Range Minimum: \$12.99/hour

Non-Exempt Position

Opening Date: October 1, 2009

Closing Date:

(Open until filled)

PRIMARY RESPONSIBILITIES:

- Provides administrative support for the Communications Department by handling signage, printed materials and supporting online efforts and media relations.
- Creates and orders signage and printed materials.
- Designs and coordinates intranet and e-communications pieces.
- Provides ongoing marketing support for League programs and outreach projects.
- Coordinates Pets Are Welcome program and assists with internal publications.
- Provides quality people care in accordance with the Dumb Friends League's mission, goals and management philosophy.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High school diploma or GED, plus a minimum of two years of experience working in a community relations, marketing, graphic design, administrative or customer service capacity.
- Proficient in Microsoft Office programs, as well as at least one graphic design program (i.e. Adobe PhotoShop, In Design, Illustrator and Macromedia Dreamweaver).
- Excellent oral and written communication skills.
- Demonstrated research and organizational skills and ability to problem-solve.
- Ability to work independently with minimal supervision.
- Current valid Colorado Driver's License and insurable driving record.
- Working knowledge of multiple graphics programs (i.e. Adobe PhotoShop, In Design, Illustrator and Macromedia Dreamweaver, or similar programs) is a plus.

WORKING CONDITIONS:

Most work performed in a business office setting. Occasional lifting up to 75 lbs. with reasonable accommodations. Frequent walking, standing, bending and stooping. Some local travel required. When handling pets, may be subject to animal bites and scratches.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to complete any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

HOW TO APPLY FOR THIS POSITION:

Current Employees: Submit a copy of current resume and "Application for Job Vacancy" form available from the Administration receptionist desk or in HR Online. **Employee applications submitted without supervisor/manager signature will not be accepted.**

All Other Applicants: Apply online at http://www.ddfl.org/help_wanted.htm or email resume to hr@ddfl.org