

VILLAGE OF WINFIELD

POSITION TITLE:	Communications & Special Events Assistant
DEPARTMENT:	Administration
STATUS:	Part-Time, Non-Exempt
SUPERVISOR:	Village Manager
SUPERVISES:	N/A
CLASSIFICATION:	A
HOURLY WAGE:	\$21.25 - \$28.55 per hour
UPDATED:	5/21

DEFINITION AND PURPOSE:

This is a responsible assistant position focused on providing support to Village staff for the preparation of Village communications, both internally or externally, via various mediums including print, web, social media, and marketing materials for the Village of Winfield. In addition, this position will assist in special event planning and staffing, and other unique projects as directed.

CHARACTERISTIC FUNCTIONS AND DUTIES:

The incumbent: drafts articles, posts, and/or updates for Village communication via print, such as the Village Newsletter, or via digital methods, including email communications, website updates, social media posts, etc.; assists with the design and creation of Village communications and/or marketing materials; and aids staff in maintaining the Village calendar.

Assists Village staff with special event planning, including all aspects of event coordination, event staffing (as necessary), taking event photographs, and other responsibilities, as appropriate. Performs other duties as assigned or required.

WORKING CONDITIONS:

This is principally a sedentary job which requires a sighted individual (i.e., vision corrected to 20/20) for extended computer usage and for reading draft copies of materials to be typed. This work also requires an individual with normal hearing (i.e., hearing corrected to normal ranges) for direct [or telephone] contact with the vendors, employees and the public. This position is intended to primarily work remotely, coming into Village Hall when necessary.

And as an employer concerned with the safety and welfare of its employees and the citizens it serves, the Village of Winfield acknowledges its responsibility for providing and maintaining safe environments and conditions for working and living. As an employee of the Village of Winfield, you are charged with the responsibility of supporting and cooperating with the safety requirements outlined in the Personnel Manual (*See section 8, pages 33-45, of the Personnel Manual*). Failure to comply with the safety requirements could result in disciplinary action

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Incumbents of positions in this class must possess: a knowledge of general clerical administrative practices and procedures; knowledge of the basic organization structure and functions of Village government; knowledge of office equipment (including Personal Computers) and their uses in a business office; knowledge of various social media account management; knowledge of basic event planning and coordination; knowledge of basic marketing and graphic design capabilities for both print and electronic production; and a general knowledge of Village operations, ordinances, and administrative practices.

POSITION TITLE: Staff Assistant (Continued, Page 2/2)

Candidates must possess an ability to work independently, have strong command of English as well as strong organizational skills, respond in timely fashion and meet deadlines, be able to work with little supervision, and possess an ability to maintain effective working relationships with elected officials, fellow employees, department heads, and the general public.

MINIMUM EXPERIENCE AND/OR TRAINING REQUIREMENTS:

Successful candidates for this position should possess: the knowledge equivalent of an Associate's Degree in Communications, Marketing, Graphic Design, or related discipline. Must be proficient in Microsoft Office Word and Publisher applications and be able to work independently. In addition, candidate must possess strong analytical, communication, presentation, prioritization, and organizational skills.

Candidates should possess a minimum of 2 years of combined experience in communications, social media management, graphic design, professional writing, event planning, and/or performing similar work in a normal business or government setting; or an equivalent combination of training and/or experience. Bachelor's Degree and/or prior experience in Adobe Creative Cloud applications preferred.

APPLICATION:

The preceding job description illustrates the kinds of duties that may be assigned to its incumbent. It should not be interpreted as describing all the duties whose performance may ever be required of such an employee or be used to limit the nature and extent of assignments such an individual may be given.