

**PT/Hourly (\$15) – Non-exempt – 30-hour work week (some flexibility)**

**MAJOR RESPONSIBILITIES:**

**Serve as support staff to Executive Director which will include administrative, event, program and communications support.**

**ADMINISTRATIVE SUPPORT** – provide both administrative and clerical assistance including but not limited to typing, mailing, record keeping, banking, telephone, correspondence, and other responsibilities associated with volunteers and general public.

**EVENT SUPPORT** - assist with planning, coordinating and executing events.

**PROGRAM SUPPORT** - assist with coordinating, executing and gathering impact data.

**COMMUNICATIONS** – assist with database, web management, public relations and marketing.

- Database – Input, proof and validate a variety of data in the database and related applications while ensuring the integrity and confidentiality of those systems
- Web Management - Help manage, monitor, and expand NKCGH’s website and social media properties to increase brand awareness, revenue, and traffic online
- Public Relations - Support the development and implementation of national, regional and local web and traditional media campaigns focused on programs and events
- Marketing - Support the development and implementation of marketing, branding, and public relations plans through developing, maintaining and expanding marketing channels and methodologies to the professional community and the public at large

*This list of essential functions is not intended to be exhaustive. Nat King Cole Generation Hope, Inc. reserves the right to revise this job description as needed to comply with actual job requirements.*

**POSITION QUALIFICATIONS**

- Able to maintain a composed problem-solving approach when faced with unrealistic expectations, pressing time demands, frustration, or interpersonal conflict
- Able to be thorough and complete when working with assembling, processing, or providing detailed information; track details even when under pressure
- Able to persevere in accomplishing tasks or objectives; commit to long hours of work; do everything possible to reach goals; have a sense of urgency about getting results
- Able to maintain composure and handle frequent job changes or unexpected disruptions; work with conflicting, delayed, or unclear information; remain effective when faced with change and uncertainty
- Able to take on new or multiple roles and responsibilities and do them well; be flexible when considering options or opinions; be open to new ideas and change
- Able to take action to meet the needs of others; respond to solve problems; minimize delays or problems with little or no supervision
- Able to exercise judgment in building realistic solutions to problems; understand the real issues behind problems; use common sense and take practical action to solve problems

**-Continued-**

**SKILL & KNOWLEDGE REQUIRED:**

- Bachelor's degree from an accredited college or university, or equivalent combination of education, training and work experience
- A minimum of 2 years work experience in relevant activities and a proven track record of accomplishment in this area
- Strong verbal and written communication skills
- Excellent interpersonal skills and the ability to work well with all types of people
- Valid Florida driver's license – must be able to meet insurance requirements (drive to events, and/or off-site meetings/trainings as required)
- Knowledge of Donor databases a plus

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand; sit; walk; reach with hands and arms; climb or balance; stoop, kneel and crouch.
- Frequently lift and/or move up to 25 pounds.

**Please email cover letter & resume to [sstjohn@natkingcolegenhope.org](mailto:sstjohn@natkingcolegenhope.org)  
No calls please.**

**Timeline for hire:**

<b>4/6/16 – 4/13/16</b>	<b>Accepting resumes</b>
<b>4/14/16 – 4/22/16</b>	<b>Interviews</b>
<b>5/2/16</b>	<b>Start date</b>



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**[natkingcolegenhope.org](http://natkingcolegenhope.org)  
561-213-8209**