

## **Southwest Neighborhoods, Inc.**

Southwest Neighborhoods, Inc. (SWNI) is a nonprofit public benefit corporation that promotes citizen participation and crime prevention services by providing support services to a Board of Directors, seventeen neighborhood associations, three business associations and residents in Southwest Portland.

### **Job Announcement Communications Support Specialist**

#### **General Description:**

This position is responsible for electronic communications, technology support and graphic design services for SWNI operations. This is a part time position (approximately 20 hours per week). Wage is \$20 per hour with limited benefits.

#### **Responsibilities:**

##### **Website:**

- Serve as website administrator and webmaster
- Propose and administer website policies for content and access
- Assure domain name renewal
- Provide webmaster training to neighborhood association volunteers
- Attend occasional neighborhood association meetings to provide training and outreach
- Review content management systems and make recommendations to provide the best possible website solution

##### **Server:**

- Serve as server administrator
- Install server software updates
- Propose and administer server access, file retention and security policies
- Administer Internet service provider connection and hardware necessary to provide the best possible Internet and network solution
- Set up website hosting for neighborhood associations

##### **Newspaper Publishing:**

- Work with the Executive Director on the design and publication of a monthly newspaper
- Communicate with printer to meet printing requirements and schedules
- Monitor advertising space and administer advertising policies
- Assist advertisers in creating ads
- Review income and expense of newspaper publishing and propose advertising rate updates or other measures to Executive Director to ensure fiscal responsibility
- Review and comply with US Postal Service postal bulk mailing requirements

##### **Email Newsletters:**

- Propose and administer newsletter policies
- Maintain the images and contacts databases for newsletters

- Provide newsletter training and assistance to neighborhood volunteers upon request

### **Office Support:**

- Serve as staff support to SWNI Communications Committee, attend meetings and take minutes
- Provide graphics design assistance in creating flyers, postcards, event invitations, certificates, awards, newspaper ads and posters
- Maintain office procedures document
- Administer backup and recovery plan for website, server and office computers
- Maintain an inventory of office software and hardware
- Make recommendations for purchases of new software and hardware
- Answer phone and greet visitors as needed

### **Required Skills/Qualifications**

- An independent, self-motivated, resourceful individual who works well with a variety of individuals and groups
- Excellent organizational skills and interpersonal communication skills
- Willingness to work a flexible schedule, including some evenings or weekends
- Experience and demonstrated skills using Microsoft *Word* and *Excel*
- Basic understanding of HTML, server and website administration and backup and recovery practices
- Experience with Drupal or other website content management system or ability and willingness to learn
- Experience with *InDesign*, *Photoshop* and *Acrobat* or ability and willingness to learn
- Ability to focus to complete tasks and meet deadlines, amidst many distractions and interruptions

### **Desirable Skills/Qualifications**

- Experience with both Mac and PC
- FileMaker Pro database application experience
- Experience assisting others in learning
- Constant Contact or other email marketing experience

### **Dates for Employment**

- Applications due by Wednesday, November 16, 2011
- Position is expected to begin on Tuesday, January 3, 2012

### **Application Materials**

- Submit current resume and cover letter of not more than 2 pages stating your qualifications for the position. Please describe your training and experience with: Microsoft *Word* and *Excel*; HTML, server and website administration and backup and recovery practices; Drupal or other website content management systems; *InDesign*, *Photoshop* and *Acrobat*.
- Applications may be emailed to:  
Sylvia Bogert, Executive Director  
Email: [sylvia@swni.org](mailto:sylvia@swni.org)  
Subject Line: SWNI Communications J.A.
- List three professional references including emails and phone numbers