

# Communications Assistant

## Job Description



**DEPARTMENT:** COMMUNICATIONS  
**REPORTS TO:** SENIOR DIRECTOR, STRATEGIC COMMUNICATIONS  
**FLSA STATUS:** NON-EXEMPT  
**EMPLOYMENT STATUS:** FULL-TIME (30 HOURS PER WEEK)

### **ABOUT THE PORTLAND METRO CHAMBER & DOWNTOWN PORTLAND CLEAN & SAFE**

The Portland Metro Chamber (Chamber) is the leading voice for business in the region. The Chamber advocates for business at all levels of government to support commerce, community health and the region's overall prosperity. We also offer a variety of networking events and professional development opportunities to connect and foster growth in our region's business community.

Downtown Portland Clean & Safe (DPCS) provides enhanced services to the people, places and businesses within a core 213-block area of our central city. Property owners and managers within the district pay a fee to supplement services for neighborhood improvements and enhanced amenities. This work includes cleaning, sidewalk safety, security, space activation, retail support, and market research.

### **SUMMARY**

As a member of the Communications Team, you will help support communications and marketing activities for the Chamber and DPCS by helping to write articles for email newsletters, website content, social media posts and taking photos and videos of events and programs to support those efforts. Reporting to the Senior Director of Strategic Communications, you will lend support on a variety of activities and assist with communications and member/stakeholder engagement strategies.

As a candidate you should possess good writing/editing skills, be comfortable using technology, have an openness to learning new things and a willingness to help support content creation across all owned media platforms (website, social media, newsletter, etc.). Operating in a fast-paced, deadline-driven environment, you should be flexible, comfortable with collaborating with members of other teams and can professionally interact with colleagues, members and ratepayers.

The Communications Department is a collaborative and supportive team-oriented environment that works to provide outstanding service and communications support to the Chamber's 2,300+ members and ratepayers of Downtown Portland Clean & Safe. This is a fantastic opportunity to develop your skills in communications and marketing while gaining a sense of pride by making a difference in the community.

### **KEY RESPONSIBILITIES**

- Assist the Senior Director of Strategic Communications in drafting content for use in member and stakeholder emails, newsletters, social media posts, website content, event promotion and more.
- Regularly engage and collaborate with departments across the Chamber and affiliates to understand their communications needs, gather relevant content, confirm facts and data, and help with project details and timelines.
- Assist with updating website content for the Chamber and Downtown Portland Clean & Safe.
- Review content and edit materials for grammar and punctuation.
- Compile email marketing analytics to the Senior Director of Strategic Communications, to guide member and stakeholder engagement activities.
- Organize and maintain asset resources and image library for both organizations.

- Assist in maintaining email lists for campaigns.
- Works collaboratively in a team environment with a spirit of cooperation.
- Complete assigned tasks by scheduled deadlines.
- Assist with other projects assigned to support communications goals.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Entry level experience in marketing, communications and/or journalism.
- Ability to work collaboratively within a team.
- Strong computer skills, especially in Microsoft Office (Word, Outlook, PowerPoint, Excel).
- Experience with web-based technology platforms for communication and presentation purposes.
- Strong writing and photography skills.
- Good customer service skills.
- Good time management skills.
- Experience with Adobe Creative Suite, video editing software or other content creation tools, are a plus but not required.

### **MINIMUM QUALIFICATIONS**

- At least 1 year of experience in communications, marketing, graphic design or other related areas.
- Bachelor's degree a plus.

### **SUCCESS FACTORS**

- A self-starter with the ability to multi-task and handle a variety of tasks while maintaining a courteous and professional manner.
- Effective written and oral communication skills.
- Strong attention to customer service – both internally and externally.
- Openness to understanding, interpreting and writing about complex topics.
- Ability to complete tasks and work on deadlines.
- Ability to follow through on assigned tasks with supervision from other team members.
- Good time management and organizational skills.
- Respectfully takes direction and is open to learning.

**LOCATION:** Portland, OR – This position will have the opportunity to work remotely two days per week

**SALARY:** \$20.51 per hour (\$32,000 when annualized)

### **WORKING CONDITIONS**

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

- This job operates in a professional office hybrid work environment (3 days in the office, 2 days remote). This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- No or very limited exposure to physical risk.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds. Occasionally that requirement may be higher.
- The noise level in the work environment is usually quiet to moderate and is within safe OSHA decibel constraints.

## **FEATURED EMPLOYEE BENEFITS**

- Hybrid work environment (3 days in the office, 2 days remote or similar).
- 18 paid holidays plus one floating holiday per year.
- \$183.75 monthly transportation stipend.
- Quarterly cell phone reimbursement.
- Volunteer time off to support a nonprofit of your choice.
- 401K retirement plan with up to 6% employer match.
- Medical, dental and vision health insurance, including dependent coverage.
- Flexible spending account options for dependent care and health expenses.
- Sabbatical every 7 years.
- Plus more

*The Portland Metro Chamber and Downtown Portland Clean & Safe are equal opportunity employers and do not discriminate against any employee or applicant on the basis of age, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.*

*To apply, please submit a cover letter and resume to [careers@portlandalliance.com](mailto:careers@portlandalliance.com).*