



**POSITION ANNOUNCEMENT**  
October 2024  
**Communications Assistant**  
**Olympia, Washington**

**POSITION INFORMATION:** 40 hours/week (1.0 FTE) Hourly Overtime Eligible

**CLOSING DATE:** First Review: November 5, 2024 / Open Until Filled

**TO APPLY:** Submit Cover Letter and Resume to:  
Evergreen Council on Problem Gambling  
Attn: Communications Assistant  
1821 4<sup>th</sup> Avenue East / Olympia, WA 98506

**GENERAL OVERVIEW:** The Communications Assistant will support the development of ECPG's communication, promotional, and marketing collateral and materials internally and externally. The Communication Assistant will also support the development of high-quality promotional materials, which will be used to market ECPG programs and activities and provide administrative and clerical support. This includes but is not limited to the day-to-day operations of social media, print production, and graphic creation.

**This job reports to the Communications Manager.**

**Primary Duties and Responsibilities:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed, only a representative summary. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- As part of the ECPG Communications Team (internal and external media partners), assist in the coordination and implementation of communication strategies for ECPG, including but not limited to executing social media strategies, maintaining web content, updating databases and media lists, tracking projects and media exposure, and using other digital applications.
- Draft, edit, and proof digital and print communications copy (e.g., newsletters, publications, social media posts, flyers, etc.)
- Update website content and existing materials.
- Utilize a variety of publishing software programs to create digital graphics, in support of ECPG communication strategies.
- Gather, synthesize, and create reports on statistical analysis, including website and social media analytics, to establish the effectiveness of the communication strategy.
- Provide administrative and clerical support to the Communications Department.
- Participate in the coordination and production of special events and event materials (brochures, programs, signage, etc.).
- Assist Communications Manager with maintaining the ECPG photo and graphic art active files and archives, including collecting and filing Photo/Video Release Forms.
- Create design and layout of various publications. Illustrate concepts by designing the layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

A Bachelor's Degree from an accredited college or university with a concentration in communications, public relations, marketing, digital media, or graphic design. Experience in multimedia production, web design, and/or graphic design a plus.

**Required Licenses or Certifications:**

- Must possess a valid Washington State Driver's License. Ability to drive a personal vehicle for work with current auto insurance.

**Required Skill In:**

- Strong writing, editing, verbal communication, and listening skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Presenting complex information in an interesting and meaningful manner.
- Proficiency with technological applications, including Microsoft Office Suite, and Adobe Creative Suite/Photoshop, Illustrator, InDesign or other design software applications.
- Strong organizational and planning skills and attention to detail. Ability to follow multiple and sometimes competing tasks through to completion with minimal supervision and within the deadlines set for each project/task.
- Strong understanding of social media platforms and audiences.
- Commitment to the Mission and Values of the Evergreen Council on Problem Gambling.
- Positive attitude and strong work ethic, including punctuality, reliability, and accountability.
- As part of the Communications team (internal and outside media support), translate ideas and suggestions into an effective outreach/marketing campaign.

**Physical Demands/Work Environment:**

- Work is performed in an office environment and off-site locations across Washington State.
- Ability to work a flexible work schedule, including day, evening, overnight, and weekend availability, depending on assignments and travel up to 20 percent of the time, including driving to conferences, meetings, and at least two -5-day conferences a year.
- Sitting, standing, walking, bending, reaching, and lifting objects up to 35 pounds.
- ECPG offers an excellent/competitive benefits package, including:
  - Employer Paid Medical/Dental/Vision Insurance
  - Flexible Spending Account (FSA)
  - Annual Leave/Sick Leave/Holiday Leave
  - Some remote work opportunities
  - 403(b) Retirement Plan
  - EAP Program

**THE EVERGREEN COUNCIL ON PROBLEM GAMBLING IS AN EQUAL OPPORTUNITY EMPLOYER.**