



Job Description

Communications & Outreach Associate

I. Overview:

Category	Information
Job Title	Communications & Outreach Associate
Division	Resource Development Division
Status	Non-Exempt
Hours	0.35 FTE
Supervisor/ Reporting	Community Engagement Manager
Supervisory Responsibilities	None

II. Many Mansions – a provider of services-enriched affordable housing Many Mansions believes that everyone deserves a place to call home. It is from this belief that Many Mansions strives to provide affordable, quality, services-enriched rental housing for formerly homeless and those of very low income in Ventura and Los Angeles Counties.

Many Mansions expects employees to respect all whom we meet, act with integrity, honesty, and compassion for others.

III. **Position Summary**

The Communications & Outreach Associate advances and facilitates marketing, communications, and outreach efforts for Many Mansions. They are responsible for three key elements of the Resource Development Division's work:

1. The collection and organization of materials for all Many Mansions marketing and communications needs, including photos, stories, and interviews
2. The production, coordination, and expansion of Many Mansions social media presence, as well as the production of the newsletter and other marketing and communications materials
3. Strengthening Many Mansions outreach efforts in presentations, tours, fairs, and other presence in the community, as well as assisting in all Many Mansions events.

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IV. Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of Communications & Outreach Associate include, but are not limited to, the following:

No.	Essential Duty or Responsibility
1	In collaboration with the VP, create and implement utilization of a complete calendar of Many Mansions communications opportunities.
2	Collect and organize communications materials such as photos, stories, and interviews by being present at events (and/or coordinating other staff's presence and procuring materials from them). Create and implement images and other marketing materials retention procedures.
3	Take responsibility for the production, coordination, and expansion of Many Mansions social media materials and presence, as well as take part in the production of the newsletter and other marketing and communications materials, including creating copy.
4	Serve as an outreach ambassador by leading presentations, tours, fairs, bowl painting parties, service projects, and other presence in the community.
5	Assist in all Many Mansions events, fundraising activities, and other duties, as assigned.

V. Qualifications & Conditions:

Category	Qualification or Condition
Communication	Possesses excellent communications skills, including but not limited to, the ability— <ul style="list-style-type: none"><li data-bbox="630 1535 1328 1608">• To speak and write clearly, meaningfully, and persuasively;<li data-bbox="630 1608 1328 1724">• To speak, listen, and respond effectively with and among staff, residents, donors, and community members; and<li data-bbox="630 1724 1328 1797">• To give presentations and speak effectively before groups and organizations.

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Computer Skills	Has proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), mass email programs, design, social media scheduling programs, and Constituent Relationship Management (CRM) programs,
Driving	Driving is required for this position. Therefore, the staff member must have the legal ability to drive a motor vehicle in California, proof of a valid California driver's license, and adequate motor vehicle insurance.
Education, Experience, & Certifications	<p>Has education and experience in outreach, communications, or community relations. Preferred education and experience may include any combination equivalent to the following –</p> <ul style="list-style-type: none"> • Bachelor's degree or higher from a four-year college or university + 1 year of work experience, or: • 3 years work experience in such areas as outreach, community relations, sales, marketing, or other related experience
Additional Skills	Must be very organized and attuned to details. Has a demonstrated ability to work well with others. Must be self-motivated, creative, and have ability to set priorities. Must be able to adhere to all company policies and procedures, in addition to all State, federal and local laws and regulations.
Mathematical & Reasoning Skills	Possesses excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform basic mathematical skills (add, subtract, multiply, divide, fractions, decimals, etc.), the ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions.
Physical Demands	While performing the duties of this job, the staff member is regularly required to sit, use hands to handle or feel objects, tools and/or controls, talk and hear. The staff member is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The staff member must be able to often lift and/or move up to 20-40 pounds. Specific vision abilities required by this job include close vision, distance

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	vision, color vision, depth perception and the ability to adjust focus.
Work Environment	<p>The work environment may have frequent interruptions, time constraints, and emotional demands. Noise level is low to moderate. The corporate culture is friendly and goal oriented.</p> <p>The work environment characteristics described here are representative of those a staff member encounters while performing the essential functions of this job.</p> <p>There must be willingness and an ability to work nights and weekends, as needed.</p>

MANY MANSIONS IS AN EQUAL OPPORTUNITY EMPLOYER

Selection will be based solely on merit and will be without discrimination in our employment practices, including compensation, against any employee or applicant because of race, religion, national origin, ancestry, sex, sexual orientation, gender identification, transgender status, sex stereotypes, age, physical handicap, mental disability, medical condition, marital status, domestic partner status, pregnancy, childbirth and related medical conditions, citizenship, and political affiliation or belief.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.

To apply, please email resume, cover letter, at least 3 (three) references and employment application to colleenm@manymansions.org

[Download Employment Application](#)

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