

**Vital Communities  
Database & Events Assistant**

**Job Description**

<b>Mission Statement:</b>	Vital Communities engages citizens, organizations, and communities in creating solutions to our region's challenges.
<b>Position Title:</b>	Database & Events Assistant
<b>Responsible To:</b>	Database Manager
<b>Date:</b>	June 11, 2018
<b>Status:</b>	Exempt, Part time, Temporary – 1year 20 hours/week (.5 FTE)
<b>Location:</b>	White River Junction, Vermont

**Summary:** The Database & Events Assistant will provide support for Vital Communities database and events activities as detailed below:

Database (12 – 14 hours per week)

- Enter gifts, grants, ticket sales, and other payments in database
- Generate and coordinate the signing and mailing of thank you letters for income
- Generate lists and reports from database to support development efforts
- Assist with database conversion, especially July – December 2018
- Process record updates
- Work to clean up duplicates and inconsistencies in data
- Coordinate and assist volunteers with special database projects

Events (6 – 8 hours per week)

- Assist Events Coordinator with event planning and logistics across Vital Communities programs
- Support event coordination and planning for Vital Communities 25<sup>th</sup> Anniversary in 2019
- Coordinate event communications (e.g. creating drafts, liaison between designer/staff/printer)
- Update website as necessary by creating blog posts, event registrations, etc.

**Desirable Experience and Skills:**

- 2+ years of experience working in nonprofits, administrative roles, database entry, and event coordination
- Detail oriented with strong organizational skills
- Able to prioritize and manage multiple responsibilities effectively
- Personable, friendly, and professional in email, phone, and written correspondence
- Excellent writing and proofreading skills
- Problem solver
- Work well independently and as part of a team
- Working knowledge of Microsoft Office suite (Word, Excel, PowerPoint)

- Working knowledge of Salsa database or experience with other constituent relationship management software desired but not required
- Ability to travel to and from events
- Ability to attend events or meetings outside of regular business day

#### **General Expectations of All Staff**

- Understand and support the mission of Vital Communities as expressed by the Board
- Greet the public through all channels of communication with courtesy and respect
- Network with allied organizations and initiatives
- Coordinate and integrate efforts with staff working on other Vital Communities programs
- Actively participate in Vital Communities' planning, evaluation, and development, including annual appeals, newsletters and annual reports, staff retreats and meetings, Board retreats and meetings (as invited), and other outreach systems, including blogs and the website
- Work in a safe manner and report any safety hazards to the Executive Director
- Maintain individual work station and office in a clean, attractive manner
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality
- Strive to upgrade existing skills and learn new ones
- Employ good communication skills by sharing information, listening to others, and giving positive input
- Work as a team member by helping others and making suggestions for improvements

#### **Support Available to All Staff**

- Opportunity to set professional development goals with supervisor
- Staff handbook updated regularly, with description of employment benefits and guidelines.

*Vital Communities is an equal opportunity employer and does not discriminate on the basis of age, gender, race, religion, national origin, veteran status, sexual orientation, or disability with respect to: employment, volunteer participation, and the provision of services.*