

Wallingford Community Senior Center

www.wallingfordseniors.org

206.461.7825

Title: Outreach Communications Assistant

Mission: WCSC builds community across generations and fosters healthy, secure, positive aging. We aim to create an inclusive, vibrant, age-friendly organization that helps people connect, engage, and expand their horizons.

Goal of Position: To spread the word about WCSC programs and services to new communities and participants.

Duties:

- Create and compile publicity packets to be distributed to a variety of locations in North Central and NE Seattle, as directed by Communications Coordinator.
 - On an ongoing basis, print flyers, “take-ones” and other marketing materials and assemble into publicity packets.
 - Clearly mark publicity packets with directions, contact information, distribution details, etc. for each location.
- Send electronic versions of flyers and other marketing materials to an email distribution list on a weekly basis.
- As needed, reach out via phone to follow up regarding delivery of marketing materials and publicity packets
- Upon occasion, drive to locations to physically deliver publicity packets and post marketing materials.

Length of Commitment: We prefer a 6-month commitment. Work is expected to take 2-4 hours per week. Help create your own schedule!

Supervisor/Worksite: Reports to Communications and Operations Coordinator. Work is done at Wallingford Community Senior Center, 4649 Sunnyside Ave N, Suite 140, Seattle, WA 98103. Deliveries done at a variety of locations in Seattle, predominately in North and Northeast Seattle.

Desired Skills:

- Computer Skills: Comfortable using MS Word & Excel, familiarity with Publisher a plus. Comfortable and familiar with using email and Internet.
- The ability to learn and understand the organizations we work with, what programs we offer, and the various needs of our clients.
- Interpersonal skills to foster and maintain relationships with representatives at partner organizations, via email and phone.
- Experience in drafting marketing and communications materials a plus.
- Access to reliable transportation for making deliveries strongly preferred.

Benefits:

- Utilize your professional skills and/or hobby interests to help strengthen WCSC 's service to seniors living in North Central and Northeast Seattle. Meet new friends, create new networks, and come explore the many programs and classes offered at WCSC. Help WCSC increase their friendly community atmosphere. Also, get valuable skills for your resume'. Students: Internships and/or Service Learning welcome (possibly get credit for your classes).