

Intercity Transit
JOB TITLE: Marketing and Communications
Grant Funded Part-time Youth Education Assistant

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Development	DIVISION: Marketing and Communications	FLSA STATUS: Non-exempt
SUPERVISION RECEIVED FROM: Marketing and Communications Manager	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B21 Part Time Grant Funded/Time Limited
SUMMARY: <p>A grant-funded /time limited/ part-time position; assists the specialized youth based education program to 1) increase the awareness of transportation impacts and options, and 2) to decrease motor vehicle travel to area schools and school-related activities. Works with students, educators, school administrators, parents, , non-profit organizations and local program coordinators within Thurston County on youth-oriented projects and activities related to alternative transportation and Intercity Transit services</p>		
DISTINGUISHING CHARACTERISTICS: <p>As an Assistant, primarily performs support duties and activities related to the marketing and communications youth education and outreach program activities. Works closely with Youth Education Specialist.</p>		
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Gather information regarding youth education programs in school transit districts and other public or private agencies	Monthly 10% (B2)
2.	Assist in development of tools and resource materials to support the youth outreach and education activities. Distribute materials to schools, youth groups, and partner agencies and/or publish electronically.	Monthly 15% (B2)
3.	Draft content for business correspondence, Web site, agency memos, newsletter and press materials and other communications as needed.	Daily 5% (B2)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Implement activities and work closely with personnel at multiple agencies, such as schools, school districts, classrooms and community organizations. Assist planning teams, educational activity, outreach events and projects.	Weekly 20% (B2)
5.	Assist Youth Education Program Specialist and volunteer mechanics in instructing and coordinating after school classes and events, and developing curriculum and teaching tools.	Daily 40% (B2)
6.	Assist with stocking and maintaining equipment and supplies.	Monthly 5% (A1)
7.	Periodically support other marketing and communication activities as noted in the division's annual work plan.	Occasionally 5% (B2)
8.	Performs other duties of a similar nature or level.	As Required
9.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Applicable Federal, State, and Local laws, rules, and regulations;
- Basic marketing principles and practices;
- Communications principles and practices;
- Collaboration and team building practices;
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Skills (position requirements at entry):

Skill in:

- Preparing and distributing educational and promotional materials;
- Public speaking;
- Ability to work with youth and a wide-range of stakeholders;
- Drafting press releases, news articles, and other marketing and public information copy;
- Using computers and related software applications;
- Establishing and abiding by project timelines;
- Creating basic graphic designs or supporting graphic design process.
- Communication, interpersonal skills as applied to interaction with K-12 youth, coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

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Training and Experience (position requirements at entry):

Associates Degree and two years experience working with K-12 youth or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

New Position 1/2012; grant funded/time limited part-time position

Nov. 11/2011 CD

December 9, 2011 HS