



COMMUNICATION ASSISTANT

SUMMARY

Provide support to the agency's Communication Coordinator, with a particular focus on social media.

ESSENTIAL FUNCTIONS

- Manage social media channels.
 - Develop content
 - Write copy
 - Take/compile photos
 - Monitor, respond, and interact with followers and member agencies
 - Prepare and schedule regular posts
- Create graphics for social media and other COMPASS products.
- Maintain the agency website, posting frequent updates to website content.
- Write content for multiple platforms that may include promotional materials, newsletters, website copy, articles, and social media.
- Perform other communication duties as assigned.

REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING

- Proficiency with the suite of Microsoft Office software.
- Proficiency with Adobe Creative Suite of software.
- Proficiency with graphic design software, such as Canva.
- Able to produce written materials with clearly organized, concise thoughts using proper sentence construction, spelling, and grammar.
- Strong editing skills.
- Strong attention to detail.

COMPASS reserves the right to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

PREFERRED KNOWLEDGE, EXPERIENCE, AND TRAINING

- One or more years of experience in a communications environment managing social media.
- Photography and/or video editing skills.

SPECIAL REQUIREMENTS

- Must be able to successfully pass a background check process which includes reference and criminal history checks.
- Must be able to obtain a valid Idaho driver's license.

WORKING CONDITIONS

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work includes sensory ability to speak and hear; also includes close and distance vision.
- Requires hand/finger dexterity.
- Employees will sit and stand.
- Work environment includes inside conditions and outdoor weather conditions.
- Employees may drive a vehicle as part of this position, in various weather and road conditions.
- Employees may work occasional evenings and/or weekends.

CLASSIFICATION

This is a part time, non-exempt position, up to 19 hours per week. This position is not eligible for COMPASS benefits.

HIRING RANGE

\$19.23 per hour to \$23.07 per hour

SALARY RANGE

\$19.23 per hour to \$26.92 per hour

HOW TO APPLY

Submit resume, cover letter, and work samples that demonstrate social media posts and graphics created by applicant, as well as writing skills and style electronically to Meg Larsen at mlarsen@compassidaho.org.

The position is open until filled.

ABOUT COMPASS

The Community Planning Association of Southwest Idaho (COMPASS) is an association of local governments working together to plan for the future of southwest Idaho. COMPASS is organized under a joint powers agreement which includes the ten counties of southwest Idaho, and authorizes COMPASS to conduct planning and coordination activities in areas such as air and water quality, economic development, emergency management, land use, mapping and geographic information systems, population and employment, public services, facilities and utilities, recreation, parks and open space, and transportation.

In addition, COMPASS has served as the metropolitan planning organization (MPO) for northern Ada County (Boise area) since 1977 and for Canyon County (Nampa area) since early 2003. Northern Ada County became a Transportation Management Area when the population exceeded 200,000 in the 2000 U.S. Census.

COMPASS' mission is to conduct regional planning, facilitate coordination and cooperation, serve as a source of information and expertise on issues affecting southwest Idaho, and assist member agencies in accessing funding to accomplish local and regional goals.

COMPASS is a voluntary, member based organization, comprised of 21 member agencies including the cities, counties, and highway districts in Ada and Canyon Counties and governed by a 38 member board made up of elected officials from member agencies. COMPASS has an annual budget of approximately \$3 million and receives its funding from membership dues, federal planning grants, federal Surface Transportation Program funds, Idaho Transportation Department funds, and miscellaneous fees for services.

COMPASS currently has a staff of 21 skilled professionals that continually seek new ways to provide valuable services to member agencies and the region. COMPASS offers competitive salaries and a generous benefit package to its employees. Additional information about COMPASS may be found on the website, www.compassidaho.org.