



JOB DESCRIPTION

Job Title: Part-Time Community Relations Assistant
Department: Marketing & Communications
Reports Directly To: Community Relations Coordinator

Date: August 25, 2017
Prepared By: Jessica Limestall

Position Closing Date: September 8, 2017

Job Group: Part-time
Hourly Wage: \$10 per hour

Exempt Certified
 Non-Exempt Specially Funded

Primary Function:

Support community relations efforts by hosting events for external customers and staffing district and recruitment activities.

Embrace the Francis Tuttle culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Responsibility, and Respect.

Essential Job Functions:

1. Serve as a representative of FTTC and assist with general events. This includes meeting the client at the assigned room, managing the event or meeting for the duration of the day, including (but not limited to): troubleshooting technology issues, satisfying customer requests, anticipating customer needs, etc.
2. Verify room set up for scheduled events. This includes preparing coffee and water as well as transporting dry goods from Culinary (when requested by the customer). Assistants are also responsible for proper cleanup of room after use.
3. Provide assistance during FT recruitment events as requested by the Career Readiness and Development Specialist and the Adult Recruitment Coordinator.
4. Provide assistance for district events upon request.
5. Ability to be present on the job as described under length of contract.
6. Other duties as assigned.

Qualifications:

High school diploma or equivalent required. Excellent communication, organizational & customer service skills are a must. Ability to work with a wide variety of different types of personalities and departments across three campuses. Applicant should work well within team, as well as independently. Must have PC hardware/software skills.

Working Conditions:

Moderate physical activity required. Long periods of standing, walking & sitting. Ability to lift 20 to 25 lbs.

Organizational Relationship:

Part-time, personnel position reporting to the Community Relations Coordinator.

Length of Contract:

Twelve month contract subject to annual renewal.

Work Hours:

Working days/hours: Monday – Friday, hours may vary based on events, some evening and weekends may be required. Maximum of 29 hours per week.

Salary Range:

\$10.00/hour

Contact:

Human Resources

12777 N. Rockwell Avenue

Oklahoma City, Oklahoma 73142

(405) 717-4625

Only persons of interest will be contacted.

Disclaimer:

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”