



We are looking for a **Communications & Administrative Assistant** to join our team. As an administrator, you will provide support to our staff through email, phone, chat, and video calls. You will handle managing storage files, creating excel sheets, PowerPoint presentations, and keeping the team organized. You will also help with project management, data entry, and quality assurance. As a communications & community assistant, you will be responsible for creating and editing content for our website, social media, newsletters, and other platforms as well as organizing all Cancer Support VI events. You will also be charged with building out a volunteer team through community outreach.

To be successful in this role, you should have excellent communication skills, both written and verbal. You should be able to work independently and collaboratively, with attention to detail and accuracy. You should be proficient in the Microsoft 365 Suite, Squarespace, Mailchimp, and other relevant tools. You should also have a positive attitude, a growth mindset, and a willingness to learn new skills.

This is a remote position that requires a reliable internet connection and will fall during the hours of 10:00 – 4:00 pm, Monday – Friday for 30 hours a week with Tuesdays as in office days with the Team. You will be working with a diverse and dynamic team of professionals who are passionate about their work. You will have the opportunity to grow your skills and advance your career in the communications field. If you are interested in this position, please send your resume and cover letter to [barb.michaud@cancersupportvi.com](mailto:barb.michaud@cancersupportvi.com)

#### **Responsibilities:**

- Write, edit, and proofread communication materials, such as press releases, newsletters, social media posts, website copy, and more, ensuring accuracy, clarity, and consistency.
- Assist in developing and implementing communication strategies and campaigns, aligned with the company's goals and brand identity.
- Research and gather relevant information, data, and sources to support communication projects and initiatives.

- Monitor and evaluate the effectiveness and impact of communication activities, using various metrics and tools, such as web analytics, surveys, and feedback.
- Maintain and manage Cancer Support VI's social media accounts, ensuring that the content is fresh, engaging, and accurate.
- Coordinate and support internal and external communication events, such as webinars, conferences, meetings, and media interviews.
- Build and maintain positive relationships with media outlets, influencers, and other stakeholders.
- Assisting the Development Assistant and Patient Navigator in maintaining databases.
- File and store documents, records, and reports, digitally in One Drive.
- Coordinate and support office events, such as meetings, workshops, trainings, and parties.
- Assist other staff members with administrative or clerical tasks as needed including the Executive Director, Development Assistant, and Patient Navigator.

#### **Requirements:**

- Bachelor's degree in Marketing, Communications, Journalism, or a related field.
- Proven experience as a Communications Associate, Communications Specialist, or a similar role.
- Excellent communication skills, both written and verbal, with the ability to adapt to different audiences and channels.
- Strong editing and proofreading skills, with attention to detail, grammar, and style.
- Familiarity with various communication tools and platforms, such as the MS 365, Squarespace, Mailchimp, and Facebook and Instagram social media platforms.
- Creativity and innovation, with the ability to generate original and engaging content ideas.
- Organizational and time management skills, with the ability to prioritize and multitask.
- Teamwork and collaboration skills, with the ability to work effectively with others.
- Knowledge of communication best practices, trends, and techniques.
- Excellent communication and interpersonal skills, with the ability to adapt to different audiences and situations.
- Strong organizational and time management skills, with the ability to prioritize and multitask.
- Attention to detail, accuracy, and quality.
- Problem-solving and critical thinking skills, with the ability to find solutions and improve processes.
- Teamwork and collaboration skills, with the ability to work effectively with others.
- Ability to work remotely with a reliable internet connection.

**Compensation:**

This job begins with a 3-month probationary period as an independent contractor at 30-hours per week with an offering to evolve into a full-time position with salary and benefits package.