



Job Description

Job Title: **COVID-19 Communications Assistant**
Supervisor: MeCAP COVID Program Manager Non-
FLSA Status: Exempt Part-Time Limited-Time

Job Summary:

You are responsible for assisting the COVID Communication Manager in educating individuals and community groups about COVID-19 prevention, support and vaccine availability through drafting and placing news articles, letters to the editor and op-ed placements and by creating social media posts. You will complete a communication and outreach training to provide support to the communications and outreach teams. This is a home based position requiring online meetings.

1. Increased community awareness of the availability of vaccine locally and need to have the community fully vaccinated against COVID-19
2. The community accepts and supports indoor masking and vaccines
3. Students and adults in the community are vaccinated.

Essential Functions:

1. Develop community awareness and support for assigned program services through drafting informational content for traditional and social media, websites and partner use
2. Coordinate with intra- or inter-agency services in targeted areas.
3. Maintain records of requests, presentations, and content used in presentations/ programs; complete monthly statistical information and reports as required including database entry..
4. Assist with material and content development based on up to date resources and information that is common and consistent with US / ME CDC
5. Comply with funding source requirements regarding allowable activities
6. Perform other related activities, as assigned, to assure program/department success.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	<input type="radio"/>	Sitting	F	<i>N (Not Applicable)</i>
Carrying	<input type="radio"/>	Standing	<input type="radio"/>	<i>O (Occasionally) up to 2 hours per day</i>
Driving	<input type="radio"/>	Talking	F	<i>F (Frequently) 2-6 hours per day</i>
Handling	F	Walking	F	<i>C (Constantly) over 6 hours per day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	<input type="radio"/>	20 lbs or less	<input type="radio"/>	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	12 lbs or less	<input type="radio"/>	

Required Qualifications:

1. High school diploma or at least five years volunteer or work experience providing education in schools or other community settings.
2. Awareness of, and sensitivity to, the affects of COVID-19 in the community
3. Excellent written and verbal communication skills.
4. A personal philosophy in keeping with the program’s goals and objectives.
5. Willingness to work flexible and on-call hours.
6. Ability to travel and provide reliable, insured transportation.
7. Computer proficiency and experience, including word processing skills.
8. Upon hire and periodically thereafter, must have background check results that are satisfactory to Penquis and indicate no previous or current record of involvement with child abuse, neglect or exploitation and no disqualifying criminal record or motor vehicle record as outlined in current contract provisions.

Preferred Qualifications:

1. Experience developing educational and outreach materials.
2. Training or experience working with diverse or underserved populations
3. Knowledge of the community and social / civic organizations
4. Experience providing direct services to clients