

Hospice of Southern Maine

Position Description

Title: Development Assistant (Temporary)

Reports to: Development Director

Primary Location: Main Office

FSLA Class: Non-Exempt

Supervises: None

Effective Date: 06/2022

Position Summary:

The Development Assistant works as part of the Development team to support event planning and assist with daily administrative tasks.

1. **Education:** Bachelor's degree required
2. **Experience:** Administrative support experience required. Proficiency with MS Office, and strong verbal and written, email, and general communication skills required. Experience in a hospice/healthcare setting preferred.
3. **License/Certification:** Valid driver's license with an automobile that is insured in accordance with state and/or agency requirements and is in good working order.

Essential Duties & Responsibilities:

1. Performs event planning tasks including but not limited to mailings, communicating with sponsors and volunteers, ordering materials, and securing logistics
2. Manages the daily social media calendar, postings, and notifications
3. Provides basic grant application and submission support
4. Assist with mailings, reports, and other daily administrative tasks
5. Performs additional duties as assigned.

Other Job Functions:

The following is a list of responsibilities of this position but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries.
2. Demonstrates understanding of hospice philosophy.
3. Demonstrates understanding of team approach and communication.
4. Contributes to positive atmosphere; demonstrates positive interactions with internal and external customers
5. Demonstrates ability to be a productive member of a high performing team.
6. Provides timely and appropriate response to internal and external customer needs.
7. Participates in meetings, HSM events, quality assurance and program improvement activities as required and necessary.
8. Demonstrates knowledge and support of agency's safety and OSHA policies. Demonstrates use of safety judgment on a case-by-case basis. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.
9. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
10. Demonstrates understanding and compliance with agency policies, including but not limited to, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.
11. Acts in a manner consistent with the Code of Conduct outlined in the Agency's Corporate Compliance Program.
12. Demonstrates ability to use efficiently use various computer software programs, including an advanced knowledge of fundraising database; is comfortable in a distance learning environment.

Required Skills, Abilities & Knowledge:

1. Proven ability to effectively manage the design, production and delivery of mass mailings and communications.
2. Proven ability to communicate accurately and effectively, verbally and in writing.
3. Excellent time management and organizational skills to manage multiple tasks.
4. Ability to focus on accuracy and detail.
5. Flexible and reliable, self-motivated and directed.
6. Ability to focus on the objective of the position.
7. Ability to work well in settings presenting diverse physical conditions and sociocultural environments.
8. Presents as a business professional.
9. Ability to adapt to changing agency priorities.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb	X		
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature	X		
Exposure to blood borne pathogens and infectious disease	X		
Exposure to hazardous materials	X		
Repetitive Motion			X

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arm’s reach.
2. Must be able to see to drive and review computer and paper documents.
3. Must be able to type to perform basic job responsibilities.

Mental Requirements: Requires the ability to plan and perform a wide variety of duties requiring general knowledge of policies and procedures. Requires judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ Date _____