

Position Description

POSITION: Tualatin Tomorrow Champion
STATUS: Part-Time: 20 hours a week, including some nights and occasional weekends.

CONTRACT: Year-to-Year

Brief Position Summary:

This position performs a broad range of public relations, outreach, communications as well as administrative/clerical support to the Tualatin Tomorrow (TT) Vision Implementation Committee (VIC)/ Steering Committee (VICSC)/VIC/VICSC Focus Area Leads and Alternates, VIC/VICSC Partners, VIC/VICSC Chair/Co-Chair and City of Tualatin Staff working with the VIC/VICSC.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Completes special projects, assignments, researches and creates presentations and documents as needed.
- Collects information and develops and prepares reports, documents, memos, letters and other forms of written materials as needed.
- Schedules meetings, appointments, and provides information to callers, e-mailers and all requests made about TT.
- Works with all parties involved to coordinate promotions and events as needed.
- Able to facilitate meetings of various sizes, groups and people from all walks of life.
- Willingness to work varying hours based on the needs of the TT's various meetings and events.
- Is able to multi-task, prioritize and handle other essential tasks as assigned.
- Organizes and maintains files and materials; distributes mail and messages as needed.
- Assists in compiling and developing the annual budget.
- Prepares and monitors invoices and expense reports.
- Coordinates ordering and maintenance of office supplies and equipment.
- Assignments include, but will not be limited to:
 - Being able to work under and with the Chair/Co-chair and work closely with all Focus Area Leads and alternates, VIC Partners' and city of Tualatin Staff.
 - Being very knowledgeable of the contents of the Vision Document.
 - Able to organize databases that already exist and create new ones as needed as well as other documents.
 - Meeting coordination for VIC, VICSC, All Focus Area and any other needed meetings throughout the year.
 - Help create agendas and other documents needed for all meetings.
 - Help support City Staff with distribution of meeting minutes.
 - Maintain and update TT Website on a consistent basis in conjunction with Tualatin City Staff.
 - Work on at least two Tabloid/Newsletter style documents a year.
 - Ready to release news items/briefs and arrange any other needed public relations, including a monthly column in the City Newsletter.

- Help create, coordinate and track all volunteer recruitment and support all volunteer efforts.
- Support and continue to help expand the list of Partners as well as to a lesser degree help Partners with their efforts with specific projects.
- Handle creation and coordination of the Speaker's Bureau on an on-going basis.
- Handle coordination of annual events such as Crawfish Festival, float in Festival Parade, Yearly Update Event and others as they are created.
- Help coordinate meetings held throughout the year for individual Focus Areas and Visions/Strategic Action workshops for people especially interested in one area or topic.
- Help with identifying and locating Partners for actions without Partners and additional support for actions in process.
- Assist in the creation of methodologies for action assistance, action evaluation and tools that can be used for same.

QUALIFICATIONS:

- Must possess excellent problem solving, written and verbal communication, interpersonal and analytical talents.
- Must use excellent time management and prioritizing skills.
- Must be capable of independent decision making regarding daily office protocol within general guidelines.
- Demonstrate ability to interact with all levels of contacts inside and outside of the TT network.
- Must be able to exercise complete confidentiality.
- Accurate spelling, proofreading and basic math skills.
- Ability to handle multi-line phone and messaging system.
- Possess skills in the use of personal computers/programs (i.e. Word, Excel, Power Point, to a lesser degree Quicken and MS Publisher)

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Manual dexterity to be able to operate personal computer and other office equipment.
- Must be able to sit for extended periods of time.
- Must have physical mobility needed to carry out functions.
- Must have the physical ability to lift/carry up to 30 pounds.

The above statements are intended to describe the general nature and level of work being performed by the person chosen for this position. They are not intended to be an exhaustive list of all responsibilities, duties, talents and skills required for this position.