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The Lowcountry Council of Governments is seeking a full time **Executive Assistant/Public Relations Coordinator** to provide executive-level administrative support to the Executive Director and Board, as well as coordinate public relations activities for the organization. The starting salary is \$42,333.

Applicants should be friendly and well organized, pay attention to details, be a multi-tasker, and have excellent written and verbal communication skills.

Essential Job Functions include:

Office Coordinator: first point of contact for office visitors and callers. Provides administrative support to Executive Director, Board of Directors, and other organizational staff. Manages the mail and petty cash. Communicates regularly with Board members, local government representatives and other business associates.

Plans, organizes, and attends monthly Board meetings to include preparing the agenda packets; setup of meeting room and audio-visual equipment; coordination of meals; prepares and publishes meeting minutes; and coordinates all related activities before, during and after meetings. Also organizes other meetings and events for the organization.

Maintains calendar for Executive Director: schedules appointments, meetings, speaking engagements, and other activities; and makes travel arrangements, including hotel reservations, transportation, conference registrations, etc.

Public Relations: creates print and online content to publicize and promote organization programs and events; produces and publishes newsletters, brochures, and flyers; monitors and updates content for social media and website; writes and/or edits official announcements, emails, press releases, letters, or posts; represents LCOG at meetings and regional events; coordinates the preparation of the annual report; and coordinates regional, semi-annual meetings, dinners, and events.

Minimum Qualifications: Bachelor's degree in public relations, communications, or a related field required; supplemented by three years of experience in Executive level Administrative Support, Public Relations, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid South Carolina driver's license. Must possess and maintain Notary Public certification. Travel is required; some overnight travel may be necessary.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of essential functions and learn, comprehend, and apply all LCOG or departmental policies, practices, and procedures necessary to function effectively in the position.

To apply, email letter of interest and resume to Sabrena Graham at sgraham@lowcountrycog.org.
Position **open until filled**.

Lowcountry Council of Governments

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Lowcountry Council of Governments

Classification Specification



EXECUTIVE ASSISTANT/PUBLIC RELATIONS COORDINATOR

Purpose of Classification:

The purpose of this classification is to provide executive-level administrative support to the Executive Director, to serve as clerk to the Lowcountry Council of Governments (LCOG) Board of Directors, and to coordinate routine public relations activities.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provides administrative support to Executive Director, Board of Directors, and other organization staff: screens telephone calls, mail, and e-mail messages and initiates appropriate action/response; records/relays messages or directs to other personnel/departments as appropriate; keeps Executive Director informed of problems, messages, documentation, or other pertinent issues; composes, types, edits, or proofreads correspondence; opens, sorts and distributes mail; maintains Board member contact information and other details; and schedules orientation for new Board members, as needed.

Plans, prepares for, and attends Board meetings: prepares and distributes agendas and meeting packets; coordinates agenda items with organization staff; sets up and tears down meeting room and audio visual equipment; coordinates and orders food and refreshments; takes, prepares, distributes and publishes meeting minutes; and coordinates all related activities before, during and after meetings.

Maintains calendar for Executive Director: schedules appointments, meetings, speaking engagements, or other activities; updates calendar on a regular basis and notifies parties involved of changes; and makes travel arrangements, including hotel reservations, transportation, conference registrations, etc.

Coordinates travel arrangements for conferences for Board members: distributes conference details; gathers registration information of attendees; secures related travel arrangements per individual, including hotel reservations, transportation, conference registration, etc.; notifies Board members of detailed travel information; collect receipts; processes all related payment requests; and maintains related documentation and files.

Performs routine public relations duties: creates print and online content to publicize and promote organization programs, events, or objectives; researches and verifies information; produces and publishes newsletters, calendars, brochures, and flyers; monitors and updates content for social media and website; writes or edits official announcements, emails, press releases, letters, or posts; represents LCOG at meetings and regional events; coordinates the preparation of the annual report; and coordinates regional, semi-annual meetings, dinners and events.

Maintains inventory of office supplies, forms, and equipment: ensures availability of adequate supplies to complete work activities; prepares and forwards purchase requisitions for needed materials, equipment, and supplies; receives/distributes incoming supply shipments; and coordinate the maintenance and repair of the copiers, postage machine, fax machine, or other office equipment as needed.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, LCOG Board members, other employees, third party service contractors, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Public Relations, Communications, or a related field required; supplemented by three years of experience in executive level administrative support, public relations, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid South Carolina driver's license. Must possess and maintain Notary Public certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all LCOG or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information, such as letters, invoices, purchase orders, flyers, brochures, annual report, statistical analysis, etc.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Lowcountry Council of Governments is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the LCOG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.