Job Description

POSITION: Community Outreach Assistant I – Community Relations
SUPERVISOR(S): Director of Community Relations
SUPERVISES: N/A

GENERAL DESCRIPTION:
- Part-time position (approximately 10 hours per week) responsible for providing support to the Director of Community Relations.

DUTIES:
- Posts calendar events online - weekly
- Manages database of contacts and sends welcome email through Constant Contact
- Posts events on Facebook and Meetup
- Prints and distributes flyers and maintains bulletin boards around campus and north clinic
- Prepares and delivers flyers monthly to Yoga Yoga north
- Quarterly updates folder with ads/articles
- Cuts/laminates signage for campus
- Performs all other duties as assigned

MINIMUM REQUIREMENTS:
- Must be currently enrolled student at AOMA, in good academic and financial standing
- Computer proficiency, including Microsoft Office programs and Outlook
- Ability to multi-task, exceptional organizational skills
- Communication skills

PREFERRED QUALIFICATIONS:
- Knowledge or experience with acupuncture and Oriental medicine
- Easily navigates online social media and interactive web forms.

PHYSICAL REQUIREMENTS
- Travel as necessary
- Walking, stooping, kneeling, crouching, reaching and twisting as needed
- Occasionally moves/transport, lifts up to 25 pounds
- Communicates, detects, converses with, discerns, conveys, expresses oneself, discusses and exchanges information
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses. Attention to detail essential, including proofreading documents and lines of text and numbers, visual discrimination