



Director of Community Relations

Reporting to the Executive Committee, the Director of Community Relations supports the Lake Chelan Health & Wellness Foundation's execution and consistent achievement of its mission and financial objectives.

Essential Functions

➤ **Community Outreach**

- Lake Chelan Health and Wellness Foundation (LCHWF) ambassador to the hospital and Community.
- Attend meetings of organizations supporting the hospital
- Build relationships and partnerships with both the hospital and community non-profit organizations that support wellness activities and initiatives.
- Attain a positive, high recognition for LCHWF
- Represent LCHWF at community functions
- Represent the Executive Committee and/or President, as directed, at various meetings and events.

➤ **Administrative**

- Provide administrative assistance to Executive Committee and President to achieve the Mission of LCHWF.
- Collect mail and distribute as needed
- Respond to inquiries or forward to Executive Committee for further action.
- Prepare correspondence as directed
- Record-keeping
 - Develop reports as requested by Executive Committee
 - File paperwork in a timely, organized manner
 - Follow record-retention guidelines for keeping (or destroying) files
- Time reporting: Provide copy of hours worked to Executive Committee each pay period
- Other duties as assigned

➤ **Board Meeting**

- Provide administrative support for board meetings as requested
- Copy and organize board packets
- Reserve and prepare meeting room
- Prepare minutes of meeting and distribute as directed

➤ **Financial**

- Provide support to the financial processes as needed which may include, but not limited to:
 - Prepare and execute bank deposits
 - Bank statement reconciliation
 - Process invoices
 - Enter Quick Books entries
 - Prepare checks and coordinate signatures for invoices
 - Prepare mailings
 - Prepare financial reports and review with Executive Director
 - Enter donations into Donor Perfect software
 - Document all financial processes
 - Submittal of Financials to CPA for final review and required reporting

➤ **Scholarships**

- Provide administrative support to the scholarship committee as requested and approved by Executive Director
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➤ **Desired Knowledge, Skills, and Abilities**

- Verbal and Written Communication Skills
- Organizational Skills
- Motivated
- Ability to work alone
- Problem Solver
- Microsoft Office software experience required
- Must be able to work occasional evenings and weekends

➤ **Compensation**

- 10-15 hours per week
- Compensation depending on experience