

**Summary**

The Public Relations Assistant is a mission critical, administrative and technical position responsible for helping with the communication and delivery of information to the media and the general public in order to ensure the continuation of necessary services to the operation of Fairhill Partners.

**Responsibilities**

- Prepares press releases according to Fairhill Partners guidelines; helps prepare Newsletter articles;
- Gathers listing of media outlets for regular and special events; maintains files and copies of Fairhill media coverage;
- Develops and maintains distribution network for Fairhill newsletter and flyers; maintains files for history;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

**Qualifications**

- Minimum five (5) years successful, administrative experience or marketing and public relations expertise;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.