

CGCC FOUNDATION WORK STUDY JOB DESCRIPTION

Title: Development Assistant

Summer: Yes **Fall:** Yes **Winter:** Yes **Spring:** Yes

Job Description: Duties will involve general administrative duties such as copying and filing; database entry; perform fundraising tasks; and research.

Help market Columbia Gorge Community College Foundation's scholarship program and fundraising efforts/events through social media platforms, local news outlet, advertisement, prepare mailings and assemble information packets.

This position will be an excellent opportunity for students interested in learning more about working and supporting a nonprofit.

Due to COVID there is limited event planning at this time.

Skills Required: Computer experience (Excel, Word, PowerPoint) and/or willingness to learn, telephone competence, word processing/typing.
WordPress website design/update experience desired but not required.

Days/Hours: Tue., Wed., and Thur. 9-5 p.m.

Pay Level: 1

Spvr: Wendy Patton

Dept: CGCC Foundation

Location: Foundation Office

Ph: 503-422-0994

Campus: The Dalles