



**TITLE:** Community Outreach Assistant, Northern California  
**REPORTS TO:** Director of Community Outreach, Northern California  
**LOCATION:** Berkeley, CA - Office  
**STATUS:** Full-time, non-exempt, 40 hours per week

**GENERAL DESCRIPTION:**

Under the direction and guidance of the Director of Community Outreach (Northern California), the Community Outreach Assistant will primarily provide administrative support for fundraising, mission awareness, and other constituent outreach efforts associated with the ALS Network's signature and special events -- including Endurance events (Napa Valley Ride, Walk & Roll to Cure ALS; Jim Tracy 5K) and the Walk & Roll to Cure ALS at 2 different sites in the Region. The Community Outreach Assistant's job responsibilities are primarily in the areas of administration, event logistics support, marketing, volunteer coordination, office administration, and general constituent support, as described below.

The position is located in the ALS Network's Berkeley, CA office. The position requires some evening and weekend work, local travel and occasional overnight travel.

**JOB RESPONSIBILITIES:**

**Walk & Roll to Cure ALS - East Bay, Bay Area Peninsula (65%)**

**Fundraising and marketing**

- Assist in the marketing efforts for the Walk & Roll to Cure ALS, including e-news, participant mailings, team captains/walkers packets, walk posters and flyers, save-the date cards and brochures, Luminate Online email blasts, correspondence, social media content, and press releases.
- Support team captains/walkers with all Luminate Online related issues, and help them create their team/walker pages.
- Outreach to teams as assigned and directed with coaching and check-in calls
- Assist in the planning of the Walk & Roll kick-off and thank-you parties.
- Customize Walk TeamRaisers (websites) on Luminate online.

**Logistics planning**

- Assist the Director and Assistant Director to administer, coordinate, and oversee site locations, set-up, equipment arrangements, and breakdown of all events. Provide on-site event management to ensure satisfactory outcome.
- Assist with securing all permits and meet all requirements for Walk sites if/as directed.
- Secure vendor bids and negotiate contracts with vendors.
- Solicitation of in-kind donations to meet food and beverage needs for Walk day.
- Order all Walk t-shirts, signage, and print materials.
- Identify methods to minimize expenses.
- Recruit, train, and manage pre-event and event-day volunteers, and provide staff support to Committee.

**Analysis and support**

- Assist with maintenance of event-related database of walkers/teams
- Update Walk tracking reports on a weekly basis.
- Maintain engagement records in Raiser's Edge NXT

**Additional Community Outreach Responsibilities (25%)**

- Collaborate with and assist Director, Assistant Director, and Coordinator with Napa Valley Ride and Jim Tracy 5K duties as needed and directed by supervisor, especially during event weeks.
- Provide occasional logistics and marketing assistance to the Special Events staff (e.g. gala, golf, research summit especially during event weeks).
- Assist with regional DIY event duties as directed.
- Attend outreach opportunities such as community marketing, tabling, or educational programs on behalf of the ALS Network.
- Participate in committee meetings, team conference calls and staff meetings and take minutes as needed.
- Recruit and supervise office interns and volunteers
- Collaborate and communicate closely with the Care Services, Gifts Processing, Marketing & Communications, and Development departments to support the ALS Network's effectiveness in fundraising and mission activities.

**Administration, Office Management, and Other Responsibilities (10%)**

- Assist with incoming ALS Network office phone calls as needed.
- Assist Northern California staff with office supplies inventory, and maintain a professional, organized, and safe office environment for employees and visitors.
- Liaise with office building management for loading/unloading, maintenance, and parking requests, as directed.
- Assist VP, Community Outreach with scheduling, travel and lodging reservations, reporting, and record-keeping as directed.
- Other duties to benefit the work and mission of the ALS Network as directed by supervisor.

**CANDIDATE REQUIREMENTS:**

- College degree or a minimum of 2 years work experience.
- Recent experience in providing administrative support to professional staff, preferably at the management level.
- Ability to plan, prioritize multiple projects/duties when faced with interruptions, fluctuating workload, and conflicting deadlines, and complete them in timely manner.
- Strong organizational skills with proven ability in scheduling and coordinating logistics for meetings, special events, and mailings.
- Proficiency in Google Workplace, Microsoft products (no less than Word, Excel, Teams), and Zoom. Knowledge of design software, e.g.. Adobe InDesign, Photoshop, Canva and/or Illustrator, and familiarity with basic HTML and Raiser's Edge NXT (or similar CRM software) a plus.
- Commitment to accuracy, excellent attention to detail, highly efficient and conscientious about thorough follow-up.
- Excellent writing and editing skills are a must, including the ability to prepare and proofread clear, concise, and grammatically correct business correspondence.
- Outgoing team player who enjoys interaction with professionals, peers, volunteers and those served by the organization. High degree of initiative, self-motivation, and resourcefulness.
- Ability to work independently, evaluate data, assess alternatives, and formulate sound decisions and recommendations.
- Ability to maintain a high level of confidentiality and use tact and diplomacy.
- Access to a vehicle, as frequent local travel throughout the service area is required.
- Ability to lift 25 pounds and work occasional evenings/weekends.

Interested candidates should submit **a cover letter and resume** to

**Noah Ongart**  
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ALS Network  
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