



Job Title:	Innovia Foundation Fellow	Reports to:	Strategy Team
Department/Division:	N/A	Direct Reports:	None
Status:	Non-Exempt	Date:	April 8, 2020

Organization Mission, Vision and Values:

Mission: To ignite generosity that transforms lives and communities.

Vision: Vibrant and sustainable communities where every person has the opportunity to thrive.

Values: Innovative, Inclusive and Collaborative

Position Summary:

The Innovia Foundation Fellow will work closely with Innovia staff across departments to support Innovia's engagement with donors and donor prospects, grantees, nonprofit organizations, community leaders and volunteers. The Fellow will be integral to projects that increase the visibility of the Foundation and awareness of its impact throughout a 20-county service area of Eastern Washington and North Idaho.

Fellow Learning Opportunities:

Community Engagement

- Support the Community Engagement team with grantee communications, nonprofit research, grant due diligence and core grantmaking functions.
- Assist with communication and support for Leadership Councils, a network of 100+ volunteers from communities throughout Eastern Washington and North Idaho.

Marketing/Social Media

- Assist in the development and expansion of social media marketing and visibility of Innovia Foundation
- Write attractive, compelling copy for website content, blogs, social media posts, newsletters, annual report, etc.
- Assist in the production of press releases
- Assist in the development of PowerPoint presentations
- Assist in creating e-newsletters, mailers and event invitations

Research

- Support Research team in researching and preparing reports, presentations, and other print and electronic products using narratives, tables, graphs and maps that make complex topics, data and analysis understandable to a variety of audiences

General Office

- Provide customer service at reception desk, including answering telephone calls and welcoming guests
- Managing various office checklists and filing systems
- Administrative support for community events and initiatives

Position Qualifications:

Ideal candidates will have completed at least two years of undergraduate level coursework. Coursework and experience in marketing, communications, public relations, English, journalism or business is preferred.

Ideal candidates will have excellent writing skills, organizational skills, Excellent written, oral and interpersonal communication skills and attention to detail. The ability to manage multiple projects independently will be important. Customer service experience and/or experience working in a business setting is preferred.

Preferred software experience: Adobe Cloud Suites (Photoshop, InDesign, Illustrator), Microsoft Office (including Word, Excel, PowerPoint and Outlook) and virtual meeting platforms such as Zoom, Webex, GoTo Meetings, etc.

Physical Abilities:

- Primary functions require sufficient physical ability and mobility to:
 - Sit for prolonged periods of time;
 - walk;
 - operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard;
 - Clearly see 20+ feet, with or without corrective lenses, and differentiate between colors
 - occasionally stand, stoop, bend, kneel, crouch, reach and twist;
 - climb stairs;
 - lift, carry, push and/or pull up to 20 pounds

Mental & Other Skills/Abilities:

- Adaptability: ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.

- *Dependability:* ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- *Interpersonal Skills:* ability to develop and maintain positive working relationships and teamwork both inside and outside the organization while effectively handling internal pressure.
- *Judgment:* ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- *Problem Solving Ability:* ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- *Quality Management:* ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work
- *Reasoning Ability:* ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to work through problems involving multiple variables.

Work Environment:

The employee is exposed to typical office environment conditions and noise levels.

Hours and Compensation:

The fellowship will begin on or around June 8 with flexible hours at 30 hours per week.

Beginning August 27, hours will range from 10 to 15 hours per week and will be flexible based on Fellow's class schedule. The fellowship will conclude at the end of fall semester (or winter quarter).

Compensation is \$15 per hour with a monthly parking stipend provided.

To Apply:

Application review begins May 15, 2020. Please provide a resume with cover letter, three references and three writing samples (a variety of styles: articles, short stories, essays, papers, research, etc.) of your choice to the email below. Position remains open until filled.

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