



Description of Communications Assistant Position

Does talking come naturally to you? Would your friends tell us you're creative? Do you like working with your hands? No, this isn't the start of a personal ad. But it is the start to one of the coolest roles in the nationwide Ignite movement.

The Communications Assistant serves to assist the Vice President (VP) of Communications, who participates in the Ignite National Executive Team. The Communications Assistant helps the VP of Communication promote an ongoing dialogue with Ignite members and the public at large.

Specific tasks include, but are not limited to, the following:

- Help maintain, update, and improve the Ignite National website.
- Help create other related Ignite websites.
- Help write press releases.
- Help create promotional materials.

The Communications Assistant may be responsible for other tasks, as directed by the Ignite National VP of Communications or President.

The Communications Assistant must support Ignite's mission, vision, and organizational objectives as defined in the "Ignite Statement of Values." (Please see below.)

The Communications Assistant will collaborate with other Ignite leaders in a respectful and productive fashion.

The Communications Assistant must have regular internet and phone access. It is helpful, but not mandatory, that he/she have an excellent working, technical understanding of websites.

The Communications Assistant reports to the VP of Communications, who reports to the President. The President reports to the Board of Directors.

The Communications Assistant shall transition all necessary information to his or her successor.

Should the Communications Assistant choose to resign from this leadership position, the Communications is expected to provide written notification of his or her resignation to the Board of Directors a minimum of 14 days before the resignation takes effect.

The Communications Assistant must commit an average of at least five hours per week to Ignite.



IGNITE STATEMENT OF VALUES

Ignite Mission Statement:

“Ignite is a grassroots organization empowering young people to hold the tobacco industry accountable by directing public officials to act responsibly.”

Ignite Vision:

“A government that serves the interest of the people and not that of the tobacco industry.”

Ignite Organizational Objectives:

“Ignite will realize our vision and mission by holding Big Tobacco to high standards of corporate accountability for the unconscionable manipulation and addiction of the public that leads to hundreds of thousands of premature deaths every year. We will accomplish this objective by holding public officials accountable for their complacency and protection of Big Tobacco while demanding systematic government regulation of tobacco industry behavior, government regulation of tobacco, and commensurate investment in tobacco control programming. We will make tobacco an electoral issue and, ultimately, encourage young people to become public officials themselves if necessary.”