Title: Marketing Assistant – Work Study Status: Work Study.

This is not a paid position.

Broad Function: Assisting the Director of Marketing with a variety of projects and initiatives.

Job Relationship: Supervised by the Marketing Director. May work with limited supervision on assigned marketing tasks.

Specific Work to Perform:

- Assist in layout and design of newsletters and email communications
- Assist Marketing in the research and or writing of feature stories
- Assist with Social Media and Digital initiatives as needed

Qualifications:

1. Strong verbal and written communication skills.
2. Knowledge of Microsoft Office products such as Publisher, Word and Excel.
3. Must be proficient in Adobe Suite of design software.
4. Excellent time management skills.
5. No criminal record for theft, assault or other offenses of a personal or property nature. A criminal background check is required.
6. Dependable transportation required.