

Marketing & Development Assistant (Hollister, CA)

Job Title: Marketing & Development Assistant
Reports To: Executive Director
Posted: June 20, 2017/ open until filled

Nonprofit arts organization based in Hollister, California has an immediate opening for a part-time Marketing & Development Assistant, reporting directly to the Executive Director. Ideal candidate will be highly-organized, entrepreneurial, energetic and reliable, as well as possess excellent communication, customer service and computer skills.

General Job Functions

Marketing & Outreach

- Assist the Executive Director and Program Manager with all marketing, community outreach, public relations and advertising efforts
- Create and implement communications plans incorporating website/blog content, social media posts and email marketing, to effectively convey the organization's mission, programs and goals
- Manage and execute social media efforts & maintain knowledge of current social media trends and platforms
- Maintain and improve the organization's website, using WordPress; Distribute event flyers and assist with special events

Development & Fundraising

- Assist with all fundraising campaigns & events, including sponsorship solicitation and donor management
- Assist with event planning and management

Other

- Support office management and perform other duties as required by the Executive Director

Required Qualifications/ Skills

- High school degree; Some college or undergraduate degree preferred
- Must have experience with Microsoft Office Suite and different social media platforms. Wordpress, email marketing & graphic design skills highly preferred
- Strong interpersonal and verbal communication skills; motivated, energetic & optimistic
- Ability to work independently with minimal supervision
- Candidate must be available to work evenings and weekends as needed
- Background and/or interest in the arts

Additional Information

- Part-time: 15 hours per week
- Starting salary: \$15/hour
- Office based in San Benito County

Email resumé and a brief cover letter (Word or pdf) to amandachiado@gmail.com. No phone calls please!

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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