

Marketing/Administrative Assistant Contractor Job Description
Revised 1/8/21



REQUIREMENTS

- Associates Degree or higher in some area of marketing or administrative support or 2000 hours of work experience in similar field
- Strong computer skills (Word, Excel, Publisher, Facebook)
- Able to maintain and edit EDC website using Word Press
- Strong writing and grammar skills
- Must have own computer with appropriate software to maintain required documents

TERM

- Six Months
 - Cancellable by board or Exec. Director
 - 30 day notice required

RESPONSIBILITIES

- Prepares or assists in preparation of committee documents as assigned
- Performs other administrative tasks as assigned (building contact lists, making calls to members, etc.)
- Maintains and edits EDC website pages
- Maintains and schedules posts on EDC Social Media pages
- Produces monthly Constant Contact newsletter
- Creates marketing campaigns as directed by Executive Committee
- Maintains contact with members of the marketing committee; attending marketing meetings to receive direction and report work progress
- Creates route correspondence such as donation thank you letters
- Create materials such as annual report, report templates, etc.
- Maintain brand standards

COMPENSATION

- \$780 per month (~10 hours/week)
- Printing of required documents are to be arranged with the EDC President so as not to incur home printing costs

REPORTS TO

- Executive Committee has overall responsibility to oversee this position. However, day to day direction will come from the President or other specified board member

TO APPLY

- Submit resume, cover letter, and samples of your work to president@slcoedc.com.