



Position Title: **Marketing Assistant**
Department: **Administration**
Accountable To: **Marketing & Communications Manager**
FLSA Status: **Non-Exempt /Part-time (15 hours per week)**
Temporary (January – August 2023)

RESULTS STATEMENT: I am accountable for producing the following results:

Development and coordination of all special events for the organization, alongside the Marketing & Communications Manager

ESSENTIAL JOB FUNCTIONS

- Support the marketing team with organizing and coordinating all logistics for special events (7 fundraising banquets, a community concert and a golf challenge)
 - Securing vendors
 - Producing & ordering collateral material
 - Coordinating volunteers
 - Soliciting in-kind donations
 - Communicating internally and externally about events via news releases, radio appearances, and mailings
 - Writing & editing event communications
 - Tracking sponsors to ensure they receive proper recognition at events
- Oversee creation of other Clarity communications, as needed
- Provide administrative and project support for a variety of marketing programs
- Flexibility of your schedule for the days of large events
- Other duties as assigned

ESSENTIAL SKILLS AND EXPERIENCE

- Bachelor's degree or experience in a related field
- 1-2 years of work experience in the sector including the handling of corporate communications, original writing and editing and some public relations.
- Valid driver's license
- Work experience in the not-for-profit sector preferred.
- Excellent understanding and familiarity with brand building and brand management.
- Demonstrated proficiency in internet marketing techniques, technologies, and solutions.
- Highly effective project management, adaptable, prioritization, multi-tasking, and time management skills to meet deadlines.



- Excellent written and verbal communication skills.
- Breadth of working knowledge and past experience in publishing with print and web-media.
- Proficiency in Microsoft Office and Google Workspace
- Working knowledge of Adobe Suite and Asana preferred
- Ability to manage and co-ordinate the end-to-end development process while meeting deadlines and budget requirements.

ESSENTIAL PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include: sitting, standing, or walking for extended periods of time; operating office equipment; and lifting up to 20 pounds.
- Visual Acuity; ability to see and hear within normal parameters, must use hands and fingers to use keyboard and mouse; operate equipment or controls; reach above shoulder heights, below the waist; or lift to file documents or store materials throughout the work day. Proper lifting techniques required.

PERFORMANCE STANDARDS:

Company-Wide Performance Standards for Success

The following guidelines are standard across all positions within Clarity.

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith and policies of Clarity
- Ability to understand Clarity's job procedures, responsibilities, and scope of duties. Performs all duties and responsibilities in a timely and effective manner in accordance with established company policies to achieve the overall objectives of this position.
- Ability to work as part of a team within Clarity's organization. Fosters a cooperative and harmonious working climate conducive to maximize employee morale and productivity.
- Consistently and constructively projects the mission and vision of the company.



- Creates a work environment that makes co-workers feel appreciated and accepted, and discourages actions that make coworkers feel merely tolerated. My commitment to Clarity's "You Matter" includes my responsibility to:
 - Take action when it is appropriate by addressing inappropriate behaviors
 - Act as a positive role model by respecting & honoring differences
 - Think "Inclusively" not "Exclusively or Special"
 - Ability to communicate with others, to assimilate and understand information, to make sound decisions in a manner consistent with the essential job functions. Ability to clearly communicate with clients and coworkers.
 - Ability to provide exemplary service to clients and coworkers.
 - Adaptable to changes in work environment, schedule, and job requirements. Reliable in relation to punctuality, attendance, and willingness to help others. Able to multi-task and present work that is organized, accurate, detailed and timely.
 - Ability to recognize problems with clients and coworkers, exercise sound judgment, and arrive at logical conclusions that have Clarity's best interest in mind.
 - Holds company and client information in the strictest confidence and performs work in accordance with all government laws, regulations, ordinances, and court rulings in those jurisdictions in which the company operates.
 - Demonstrates accuracy and thoroughness. Brings any problems regarding systems and/or procedures to the attention of Management. Employees are encouraged to recommend ideas for the improvement of their department and position that are consistent with Clarity's strategic objective.
 - Respects fellow coworker's time, space, and need for concentration. Socializing and interruptions must not impede workflow.
 - Performs other duties as deemed necessary by management to achieve the strategic objectives of Clarity

SUPERVISION OF OTHERS

- None



Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ACKNOWLEDGEMENT

EMPLOYEE SIGNATURE

DATE