

## **Assistant to Marketing and Development Manager**

This position is perfect for someone who enjoys juggling multiple projects at the same time and who is happy being a tremendous support to others.

### **Duties and Responsibilities**

- Social Media – includes regular posting to Facebook, Instagram, Twitter
- Website – includes maintaining content and uploading new content regularly
- Database (DonorPerfect) – includes updating and flagging records, entering donations and generating thank you letters/envelopes, processing credit card transactions, pulling reports for other departments
- Event Technology – includes setting up and monitoring audio-visual, video and live-stream systems for in-house events
- Event Support – includes all aspects of event preparation, execution, and follow-up, such as creating signs, setting up Square, editing/uploading videos to YouTube
- Marketing Materials – includes creating flyers, invitations, cards, banners, slideshows, etc. using InDesign and Photoshop
- Mailings – includes all aspects of production: format, print, collate, fold, stuff, meter
- Photography – includes taking, editing and organizing photos of all events (in-house and residential outings), grounds, capital projects, staff for slideshows, marketing materials, website, newsletters
- Videography – includes filming and editing videos of AW services, residents and events

### **Skills and Specifications**

- Thorough knowledge of computer, Smartphone, and audio-visual technology
- Excellent technological problem-solving skills
- Appreciation for detail and commitment to follow-through
- Ready willingness to help others (staff, residents, guests) with simple technological issues (cell phone, iPad, mostly)
- Comfortable working independently as well as on a team

### **Qualifications**

- Must be an active Christian Scientist
- Bachelor's degree with relevant experience