



<b>Job Title</b>	Office & Marketing Assistant
<b>Reports to</b>	Marketing & Communications Manager, Office & Project Coordinator, Executive Director

### **Job Purpose**

The position of Office & Marketing Assistant is supportive in nature. The assistant provides office operational support and marketing support.

### **Duties and Responsibilities**

- Office Operational Support
  - o Answer the main phone line, direct callers to appropriate personnel and answer general questions.
  - o Greet and assist visitors.
  - o General administrative support for the organization, board and committees.
- Marketing Support
  - o Assist Marketing & Communications Manager (MCM) in marketing related efforts.
  - o Maintain and populate online Events Calendar.
  - o Develop weekly electronic newsletter (Insider) in collaboration with MCM.
  - o Design, DMD documents as necessary, such as flyers, pamphlets, or digital collateral.
  - o Assist with social media efforts, such as content creation and scheduling.
  - o Research trends, tactics and outside programs, services and projects.
  - o Track social media posts and be aware of district activity online on a daily basis.
  - o Event coordination (development and logistics)
- Board of Directors & Committee Support
  - o Communicate with Board Members as necessary to confirm attendance at meetings. Record and generate meeting minutes for each board meeting. Organize board meeting day (i.e. confirm room reservation, conference room set-up, print needed meeting document packets, etc.)
- Other
  - o Assist co-workers with various tasks if necessary.
  - o Other duties as assigned by the Executive Director.

### **Qualifications**

- High School Diploma (Bachelor's Degree in a related field preferred)
- Customer Service Experience
- Computer Skills including familiarity with e-marketing, Publisher, Photoshop, Microsoft Office, Adobe, etc.
- Marketing/Design/Social Media Experience
- Working knowledge of virtual meeting tools.
- Able to establish and maintain effective working relationships with stakeholders and partners.

### **Preferred Skills**

- Excellent writing and oratory skills (English/Spanish)
- Video editing
- Recruitment and logistic Event experience

### **Compensation**

- Salary Range: \$29,000 to \$45,000 (Starting salary will be based on experience with room to grow.)
- Health Insurance: DMD pays approximately 75% of the monthly individual premium provided by the DMD identified carrier. Employee pays 25% of the monthly individual premium and 100% of any additional chosen dependent coverage.
- Paid vacation, sick leave, and holidays.
- Paid parking.

**To Apply:**

Submit your resume and completed DMD Application for Employment to Rudy Vasquez at [rvasquez@elpasodmd.org](mailto:rvasquez@elpasodmd.org)  
The deadline to apply is Wednesday, October 21, 2020.