



## **Part-Time Marketing Assistant Job Description**

### **Position Summary**

The Council on Aging of Central Oregon (CoA) is a nonprofit that works across the tri-county to connect older adults and their loved ones to the information and services that support their changing needs.

The organization is looking for a part-time marketing assistant to work between 20-24 hours per week at the Bend office. This position will manage social media, assist in organizing and implementing events, update the CoA website, help with client and volunteer outreach, and carry out administrative and project management duties. This position reports directly to the Director of Communications and Programming, and will work closely with the full marketing team.

### **Hours**

20-24 hours per week in-person at the Bend office.

### **Salary**

\$20-\$22 hour. This position includes full benefits including health, dental and vision care, a 403(B) retirement plan, paid time off, an Employee Assistance Program, and more.

### **Responsibilities**

- Oversee the Facebook account including scheduling and posting
- Manage the website including regular updates, event listings, and quarterly audits
- Assist with the planning and execution of events such as ribbon cuttings, speaker series, tech support, and more
- Coordinate digital and physical mailings
- Oversee project timelines
- Help program managers with client and volunteer outreach
- Update flyers using design templates
- Manage daily administrative tasks

### **Work Requirement**

- Due to the vulnerability of the population we serve, all employees of the Council on Aging must be up-to-date on COVID vaccinations and boosters.

### **Qualifications**

- One to two years of experience executing social media posts, blogs, website updates, and/or other digital media
- Familiarity with project management tools such as Trello, Google Drive, Slack, etc.
- Experience with Mailchimp, HubSpot, Canva, and other publishing tools
- Ability to work independently with minimal supervision



- Ability to communicate effectively through multiple communication channels
- Strong organizational, planning, and prioritization skills
- Bilingual Spanish-English welcomed

**Physical Demands and Work Environment**

- Vision abilities required include close vision, distance vision, and the ability to focus
- Finger dexterity for activities such as typing, use of computer mouse, grasping, and repetitive motions
- Ability to lift and move up to 20lbs

**To Apply**

Please send a resume and cover letter to [hr@councilonaging.org](mailto:hr@councilonaging.org). In your cover letter, please include your favorite advertising or social media campaign.