



MARKETING & PUBLIC RELATIONS ASSISTANT

DEPARTMENT

Marketing and College Relations - 6270

QUALIFICATIONS

- Preference given for those who have hands-on experience or a desire to build skills within a marketing team, journalistic and/or college setting.
- Excellent oral and written communication skills required.
- Ability to multi-task in a fast-paced environment; detail-oriented.
- Strong customer service ethic.
- Self-motivated but can work collaboratively as a team player; ability to meet ongoing deadlines.
- Excellent written and verbal communication skills.
- Trustworthy. Able to hold confidential and sensitive data.
- Proficient in computer programs including Microsoft Office.

DUTIES

- Assist in promoting news and events for the College through creation and distribution of marketing materials, including print materials, e-newsletters, blogs, and social media sites.
- Post approved event flyers/posters in pre-determined locations around campus.
- Organize and file all archived materials.
- Organize, code, and file vendor invoices.
- Update media contacts and publication schedules.
- Organize and maintain the email marketing mailing lists.
- Distribute news releases to media outlets as determined and approved by the Marketing Manager.
- Create a bi-weekly media report for the President, VP for Enrollment and Marketing, and others.
- Oversee the ordering, distribution, and inventory of business cards, badges, and promotional items.
- Support Advancement efforts/events as assigned.

COMPENSATION

\$10 per hour.

HOURS

Up to 10 hours per week.

CONTACT

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