



Marketing Assistant

The Mahaiwe is hiring a part-time Marketing Assistant to create weekly ad layouts for placement in print and digital outlets; draft spots for radio advertising; assist Marketing Manager with website and weekly e-blasts; maintain listings in online calendars; populate social media accounts; and other tasks, as requested.

Reports to: Marketing & Communications Manager

Time Commitment: 15 hours per week, flexible schedule.

Pay: \$19.00/hour

Requirements:

- Proficiency in or willingness to learn Adobe Creative Cloud, Emma Email Marketing, WordPress, and Microsoft Office.
- Creative mindset.
- Track record of meeting multiple deadlines.
- Excellent attention to detail.
- Readiness to work in an environment that values and includes diverse group identities.

How to Apply:

Send resume and a brief paragraph in answer to each of the following questions to HR@mahaiwe.org.

1. What about this job particularly appeals to you?
2. What makes you uniquely qualified for this job?
3. How would your co-workers describe you?