

Decatur County United Fund
Administrative Marketing Assistant

Qualifications:

- High School diploma or equivalent
- A degree in Administration and/or Marketing
- A minimum of 3 years' experience in administrative support
- Excellent verbal and written communication skills (grammar, writing/editing, etc)
- Flexibility and ability to prioritize and handle multiple tasks
- Proficiency with MSOffice including Microsoft Word, Outlook, Excel, and PowerPoint. Marketing platforms like Facebook, Canva and WIX.
- Self-motivated, well-organized and detail-oriented.
- Versatility, flexibility, and a willingness to work within constant changing priorities with enthusiasm
- An attitude and commitment to being an active participant of the work team.

Responsibilities:

- Answer and direct calls in a courteous and professional manner, take messages when necessary.
- Assist writing non-technical text; support staff in the development of proposals and documents; and edit and proofread marketing communications, grants, and project documents as needed.
- Perform general clerical duties, including, but not limited to; data entry, filing, type and distribute internal and external correspondence as assigned to include; letter, memos, reports, proposals/grants, etc.
- Project/Event tracking and entering of information into our system.
- Help with planning and executing of special events including annual meeting, strawberry festival, day of caring, and our annual auction along with other additional meeting/events throughout the year.
- Assist Executive Director in preparing base presentations, coordinating graphics and the development of materials.
- Special projects as assigned.
- Perform other duties as needed.

Benefits:

- Working in a safe and friendly work environment.
- Being part of team that is helping make positive community change.
- Helping you take charge of your career and gain community involvement.

Pay:

Part-time -- 20 hours/per week
Depending on work experience

8/2/2023