

Position: MARKETING ADMINISTRATIVE ASSISTANT
Hiring Organization: United Way of Salt Lake (UWSL)
Department: MARKETING
Reports to: Chief Marketing and Engagement Officer
Date Prepared: October 2016

THE ORGANIZATION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

POSITION OVERVIEW

The Marketing Administrative Assistant (MAA) works under the Chief Marketing and Engagement Officer and offers support to the entire marketing team. This position is responsible for departmental project planning of design projects, events, communications, and related projects. This position will also provide support in the following areas: events, volunteer logistics, web updates, multimedia, writing, and social media. The MAA will work closely with vendors, and assist with bidding projects and maintaining good relationships. The MAA will also be responsible for support and assistance with all United Way of Salt Lake special events, and other marketing related duties as assigned.

KEY RESPONSIBILITIES

1. Update and manage all project calendars (design, communications, web)
2. Schedule project planning meetings with appropriate staff
3. Track upcoming deadlines and marketing team project requests
4. Update Asana projects for team projects
5. Coordinate outlook calendars and schedule meetings
6. Plan and coordinate all departmental events
7. Assist with onboarding for new marketing employees
8. Manage vendor relationships including: bid projects, place orders, and help plan events
9. Minor UWSL website updates and content changes
10. Set up event landing website pages
11. Assist with communications calendar and content for social media channels
12. Assist with event details and RSVP process with organizational and volunteer events
13. Participate in content creation for blogs, social media, public relations, nominations, etc.
14. Other duties as assigned

POSITION REQUIREMENTS

- Demonstrated experience in project management
- Functional understanding and ability to utilize social media tools
- Basic knowledge of website content management and multimedia tools
- Ability to work in a fast-paced environment
- Strong organizational skills with ability to problem solve

- Flexibility to switch between autonomous and interpersonal tasks
- Ability to think creatively, take risks and champion new ideas
- Ability to professionally and persuasively communicate in written formats

MINIMUM REQUIREMENTS

1. Bachelor's Degree marketing, public relations, communications, or relevant field
2. Experience project planning or using project management software
3. Website content management knowledge a plus

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, and exchange accurate information interpersonally or through communication devices. Must be able to learn new systems and procedures, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The position requires occasional movement throughout the office to access files, papers, or move supplies weighing up to 25lbs. Must be able to remain in a stationary position 75% of the time

SALARY INFORMATION & FLSA STATUS

This is a non-exempt position; hourly wage commensurate with experience.

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.