

Position: TEMPORARY MARKETING & EVENTS ASSISTANT (PART-TIME)
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: MARKETING AND COMMUNICATIONS
Reports to: VP OF MARKETING AND COMMUNICATIONS
www.uw.org
Date Prepared: June 4, 2015

ORGANIZATION BACKGROUND AND EVOLUTION

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. Our role has evolved from primarily a fund-raising, fund distribution organization to what it is today - a community problem-solving organization, dedicated to advancing the education, income and health of our neighborhoods and communities to ensure that every child succeeds, every step of the way, from cradle to career.

UWSL has adopted a unique approach to community problem-solving called Collective Impact. Collective Impact brings many different sectors together to find new and innovative ways to address challenges and develop lasting changes.

UWSL is committed to excellence. We have adopted high standards of accountability and operate with integrity and transparency. We provide outstanding customer service.

WORK ENVIRONMENT

UWSL's work environment is fast-paced, friendly, committed, nonpartisan, and ever changing. Employees are dedicated, appreciated and recognized for their efforts, and all levels of personnel are engaged in the work daily. Our focus is on high level results – communicating, aligning and integrating around our organizational goals.

POSITION OVERVIEW

The Marketing & Events Assistant will support the Marketing department in the planning, implementation and execution of several large fund-raising and volunteer events July 1 – December 15, 2015. Assignments will include but are not limited to; event logistics, event promotion, event registration, data entry, pick-up, delivery, and set-up of supplies and materials. The position is part time, 25-29 hours per week, Monday – Friday between 8 a.m. – 5 p.m. This opportunity is perfect for a college student or recent graduate looking for communications, event planning, hospitality, volunteer management, or general marketing experience.

KEY RESPONSIBILITIES

1. Assist Events Marketing Director and Volunteer Center Director with logistics and registration for summer/fall events, including Dillard's Grand Opening, Day of Caring, Stuff the Bus, Education Summit, and other small events and volunteer activities
2. Process pre-event registrations, onsite registration, and post event data entry
3. Assist with responding to or fulfilling requests for event information via electronic communication or by phone
4. Assist with other marketing department projects and tasks as assigned
5. Attend weekly marketing staff meeting

POSITION REQUIREMENTS

- Demonstrated project management experience
- Excellent written and verbal communications skills
- Experience with event registration
- Detail-oriented with the ability to follow-through on multiple projects

- Ability to work in a professional manner with staff, vendors, volunteers and others
- Flexible schedule

MINIMUM REQUIREMENTS

- A degree in communications, marketing or event management OR
- Working towards a degree in communications, marketing or event management OR
- 1 year equivalent communications, marketing or event management experience
- Ability and means to travel to local locations

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, enter data, operate a computer and other standard office machinery. The employee is required to regularly travel to locations outside of UWSL's facilities to set-up physical displays and presentations. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 25lbs.

SALARY INFORMATION & FLSA STATUS

This is a non-exempt position that pays: \$12.00 - \$15.00 per hour depending on experience

TO APPLY

Only complete applications will be considered for the position. Complete applications include (1) an employment application (see website), (2) a cover letter, and (3) a resume. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers/>.

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.*