

Position: Temporary Marketing and Events Assistant (Part-Time)  
Hiring Organization: United Way of Salt Lake  
Department: Marketing and Communications  
Reports to: Events Marketing Director  
Date Prepared: April 25, 2016

### **ORGANIZATION BACKGROUND**

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 into a community problem-solving organization, dedicated to advancing the education, income, and health of our neighborhoods to ensure that every child succeeds every step of the way, from cradle to career. Our Collective Impact model brings many different sectors together to find innovative ways to address challenges, and develop lasting changes.

### **WORK ENVIRONMENT**

UWSL's work environment is fast-paced, friendly, nonpartisan, and evolving. Dedicated to changing our community, we work hard and play hard. Our compensation is competitive, and our benefits help us maintain a happy life balance. Our focus is on high-level results, individually and collectively.

### **POSITION OVERVIEW**

This role supports the Marketing department in the planning, implementation, and execution of several large fundraising and volunteer events between June 1–Dec 15, 2016. Schedule is 25-29 hours per week, Monday – Friday, between 8:00 a.m.–5:00 p.m. This opportunity is perfect for a college student or recent graduate looking for communications, event planning, or volunteer management experience.

### **KEY RESPONSIBILITIES**

1. Assist Events Marketing Director and Volunteer and Community Engagement Director with logistics and registration for summer/fall events including: United for Change, Day of Caring, Stuff the Bus, etc.
2. Process pre-event registrations, onsite registration, and post-event data entry
3. Create company-specific landing pages for various Day of Caring company participants
4. Assist with responding to, or fulfilling, requests for event information via electronic communication or by phone
5. Assist with other marketing department projects and tasks as assigned
6. Attend weekly marketing staff meeting
7. Other duties as assigned

### **POSITION REQUIREMENTS**

- Demonstrate project management experience
- Excellent written and verbal communication 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**

- Have or be working toward a degree in communication, marketing, event planning or other related field
- 1 year of relevant experience in communication, marketing or event management
- 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 hourly depending on experience

**TO APPLY**

Send completed applications to [jobs@uw.org](mailto: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.*