

Access Arts Marketing and Media Assistant Job Description

The Marketing and Media Assistant performs a variety of marketing and technical activities and others as appropriate. The Assistant develops and maintains the website, class registration portal, customer facing processes, social media platforms, newsletter, and promotion. S/he also assists with event planning, community outreach, and process improvement.

Specific Duties and Responsibilities:

Administrative and Development:

- Student registration portal set-up and design for all programs.
- Coordinate private parties including website maintenance, first point of contact, logistics, and internal communication.
- Consult with director to develop marketing strategy specific to programs and the organization as a whole.

Customer Service:

- Serve as first contact for community, answering questions and providing information about Access Arts programs, schedules, etc.
- Support Access Arts teaching staff in maintaining highest quality service/communication with students.

Marketing Duties:

- Develops and maintains website and social media platforms with current content
- Creates monthly newsletters and any other promotional materials or content.
- Implements marketing strategy components as necessary.

Qualifications:

- A demonstrated team player with a resourceful, persistent, can-do attitude
- Excellent administrative, organizational, and time-management skills; exceptional attention to detail and deadlines
- Excellent customer service and telephone skills; mature, professional manner; ability to communicate with poise and tact
- Excellent grammar, spelling, and punctuation; experience composing routine business correspondence; accurate and thorough proofreading skills
- Demonstrated proficiency in these programs: Word, Outlook, and Excel; proficiency in conducting internet research
- Bachelor's degree or equivalent preferred; experience in arts or education a plus
- Experience maintaining a website through template platform (wix, weebly, squarespace, etc.) preferred

School of Service is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation.

This is a part-time permanent position to begin immediately. Scheduling is flexible, but applicant should anticipate 20 hours per week, with the potential to increase to full-time later in the year. Compensation is \$10.00 per hour to start, with salary review after 3 months.

PLEASE EMAIL COVER LETTER AND RÉSUMÉ TO:

Shawna Johnson
Executive Director

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