



Job Title: Marketing and Events Associate (.5 FTE – approx. 10-20 hours per week)
Reports To: Development Director
Supervisory Duties: none
FLSA Status: Non- Exempt
Benefits: Not Eligible

Summary

This position coordinates and manages a wide range of activities that support the fundraising and marketing efforts of the Refugee Education Center (REC), including the support of fundraising and awareness events and the creation of digital and physical marketing and communications assets. This person will work with the Development Director to increase community outreach and improve donor engagement and retention.

Job Duties and Responsibilities

Marketing and Communications:

1. Manage social media calendar, posts, and engagement
2. Update REC website with relevant content
3. Collaborate with REC program staff and volunteers to collect content to be used for marketing purposes including video and photos
4. Distribute and promote assets needed to promote individual philanthropy and peer-to-peer fundraising
5. Develop Press Releases for REC

Events:

1. Plan and market fundraising/awareness events and represent the organization at events
2. Identify opportunities to improve organizational visibility and public relations activities
3. Take, edit, and use photographs of REC programs and events

Performs other duties, as assigned.

Qualifications

Bachelors degree in relevant field, or similar practical training and experience. Strong written and oral communication and interpersonal skills. Experience communicating on behalf of a brand. Excellent analytical and organizational skills. Ability to work both independently and as part of a team. Experience using Microsoft products a plus, experience posting for and managing business or organizational Social Media accounts a plus. Graphic design skills a plus. Photography/videography skills a plus. Experience with Adobe suite or similar design program a plus. Ability to learn new concepts, processes, and practices. Ability to interact effectively and efficiently with staff and other organizational personnel. Ability to work with diverse populations and cultural competency.