



SAY Sí Seeks: Budding Communications Creative Obsessed with Learning

Position: Marketing Assistant– see attached Full Job Description

Schedule: Half-time to Part-Time Non-exempt from Fair Labor Standards Act

Start Date: Spring 2022 – Earliest Availability

Chief Responsibilities: Content Calendar and Creation Support, Marketing Materials Maker, Brand and Voice Assistant

Position Starting Rate: \$15 - 18/hr; 20 – 30 hrs/wk

Benefits at Start Date:

- Paid Observed Holidays as outlined in SAY Sí’s Employee Handbook
- Half-time Pay during Organizational Closures in SAY Sí’s Employee Handbook
- Birthday Off (paid)
- Workers’ Compensation*

**This compensation is in addition to federally mandated Social Security and Medicaid employer matches.*

Benefits after a 3-month introductory period:

- Sick Leave (3 Days per calendar year, detailed in SAY Sí’s Employee Handbook)

Starting Schedule: M -F Saturday & Sunday Off (Except for Events and Workshops)

Hours fluctuate during events and meeting schedules, and can change in the summer.

In-a-nutshell: This role is concerned with all SAY Sí Public Relations, is the avid storyteller, serves as brand ambassador, must be a collaboration master and has strong design skills

Notes: *Position has room to grow in scope, responsibility and leadership as work and collaboration develops. Assessment for continual improvement and effectiveness will heavily influence the scope of work for this position.*

To Apply:

All potential candidates will need to write us of their interest with **resume attached as PDF, and a list of three references to coleaders@saysi.org**

If available please include CV, recent work samples or link to LinkedIn/online “portfolio”.

Subject Line: **Marketing Assistant** Application

Submissions will be accepted until position is filled. **NO PHONE CALLS PLEASE.**

SAY Sí does run background checks on all employees.

Applicants will be asked to submit information for a background check if considered, at time of application or interview applicant is welcome to address any issues or concerns pertaining to their background check or application.

Position Title: Marketing Assistant, Part-Time Position

FLSA Status: Non-Exempt

Reports To: Executive Leadership Team

Mission: *SAY Sí ignites the creative power of young people as forces of positive change. We value artists, empower marginalized communities and advance culture. SAY Sí defines marginalized communities as people of color, women, LGBT+, and the economically disadvantaged. Learn more at <http://www.saysi.org/>*

Position Description:

The Marketing Assistant will provide critical communications support by curating and designing content for various promotional outlets. The coordinator will work collaboratively with SAY Sí's Administrative team with a focus on social media management and graphic design.

Job Responsibilities: Directly supports SAY Sí's communications efforts with duties that may include content creation, media relations, social media management, photo documentation as well as general clerical duties. Main responsibilities will include:

- Collaborate with SAY Sí executive team to maintain a strong visual brand for SAY Sí, including impactful publications, messaging, website, social media, and merchandise
- Curating a communications calendar for SAY Sí's various promotional outlets (social media, news relations and newsletters)
- Utilizing Adobe Creative Suite to design promotional and educational content for SAY Sí events and fundraisers
- The production of promotional digital content to be shared via social media and digital newsletters
- Organizing promotional documents and archived materials
- Photo documentation and regular upkeep of SAY Sí's photo archive
- Assisting with website development
- Distributing promotional materials to appropriate businesses and organizations
- Providing assistance with SAY Sí events and exhibits
- Support marketing and communications strategies, including online and print materials
- Support content creation for funding campaigns, fundraisers and other fundraising initiatives

Additional Leadership Responsibilities:

Mission Advancement - Reinforce SAY Sí's values within the organization and to the community; effectively communicate benefits and impact of SAY Sí's efforts to all stakeholders.

Collaboration - Works with the Executive Leadership to review and shape marketing plan and strategy.

Personal Growth - Foster a learning environment embracing diverse abilities; create a sense of urgency and positive tension to support change; anticipate challenges that can derail growth and personal learning.

Qualifications:

- Must have good organization, management and communication skills, with a demonstrative ability to plan and organize multiple projects
- Excellent writing/editing and verbal communication skills
- Comfort with basic photography
- Self-starter, able to work independently
- Computer Proficiency & emphasis on Microsoft Office Suite, Adobe Creative Suite, and GSuite Applications
- Experience with website content management, email marketing, and social media networks preferred
- Recommended Bachelor's Degree in journalism, marketing, public relations, communications or other related fields

Abilities/Characteristics:

- Commitment to SAY Sí's mission, vision and core values
- Strong personal integrity
- Demonstrated strategic thinker
- A tireless advocate for SAY Sí's mission
- Believe in the power of art and creativity as agents for change and equity
- Big-picture thinker and organizer
- Consistent and strong eye for design
- Sense of humor and open, collaborative, spirit
- Must have enthusiasm for honoring youth voice and sharing power with youth

Education: Bachelor's degree from four-year college or university; or one to two years related experience and training; or equivalent combination of education and experience.