



Marketing and Administrative Assistant

Position Overview: The Marketing and Administrative Assistant supports the Executive Director in implementing fundraising and marketing plans. This role also provides administrative support to various committees including the Board of Directors and handles general office duties.

Key Responsibilities:

Marketing:

- **Fundraising Plans:** Assist with the implementation of annual fundraising plans, including assisting with the membership process.
- **Event Support:** assist with all events, auctions and collaboration with education staff on Meet and Greets and other events.
- **Communications:** Develop and disseminate press releases, provide updates on social media, and update the website and GuideStar/Candid listing.
- **Newsletters and Mailings:** Assist with newsletters, invitations, thank you letters, mailings, and other communications. Oversee in-house mailings
- **Media Relations:** Maintain communications with media sources to ensure regular dissemination of press releases.
- **Monthly Newsletter:** Create "What's the Hoot," a monthly email newsletter.
- Provide assistance with other duties assigned

Administrative:

- **Meeting Coordination:** Provide administrative support for the Development Committee, Board of Directors, and Executive Committee, including coordinating meetings, collecting and disseminating documents, documenting and obtaining approval of meeting minutes, and sending invitations and reminders.
- **General Office Duties:** Perform tasks such as answering phones, admitting patients, and working with office volunteers.
- **Bank Deposits:** Make bank deposits and assist with other assigned tasks with deposits.

Qualifications:

- Experience in marketing, communications, or related field is preferred but not required. Relevant experience is a plus.
- Experience in marketing and administrative activities is desirable.
- A strong team player, demonstrated self-starter with excellent interpersonal skills,
- Ability to work independently and handle multiple tasks in a fast-paced environment
- Interest in WINC's mission is a plus.
- Familiarity with WordPress, Canva, and Microsoft Office is beneficial.

This is a full-time hourly position with an hourly pay of \$13.30-\$15. This position reports to the Executive Director. Primary hours are *Wednesday through Saturday* from 9am-5pm and include some holidays as well as working events outside those hours occasionally. This position is available immediately.

To apply by August 15th: Please submit a resume, three professional references and cover letter explaining how your qualifications fit the requirements of this position Kim Banach, Executive Director

Kbanach@helpingwildlife.org