



Job Description:

Marketing & Administrative Assistant

Marketing & Administrative Assistant: Key Roles & Responsibilities

POSITION OVERVIEW:

The Health Partnership is seeking a *Marketing & Administrative Assistant* to provide marketing and communications support for the Health Partnership as well as handling general office duties. This position will provide much needed support for the agencies communication strategies, community meeting logistics and support for the Board of Directors as well as general office administration. The successful candidate will exhibit the following:

- *Culture Champion* – Commitment to the Partnership’s mission and working with diverse partners.
- *Results Producer* – A results-focused orientation with a proven track record of exceeding goals.
- *Agility* – Ability to think strategically, foresee opportunities and challenges and adapt as needed.
- *Strong Communicator* – Excellent written and oral communication skills.
- *Organization* – Exceptional capacity to manage details, monitor progress and adjust accordingly.
- *Action Oriented* – Enjoys working hard, tackling challenges and is not afraid to take ownership of a situation.

ESSENTIAL DUTIES:

Marketing & Communications Support

- Create a social media strategy calendar; manage and enhance the use of The Partnership’s social media tools and methods.
- Oversee the Partnership’s website and provide ongoing content to keep the site fresh and useful.
- Provide support for the development of the monthly newsletter and monthly blog.
- In Partnership with Managing Supervisor: Develop and implement strategies and approaches to facilitate communication to keep project partners apprised of and engaged with progress, opportunities and resources (i.e. meetings reminders, meeting minutes, etc).
- Monitor impact of communication tools and identify areas for improvement and enhancement.
- Ensure Partnership’s new marketing, branding and messaging is integrated into all materials and resources.
- Align all Partnership collaborative tools, templates and resources with a common marketing look and feel.

Administrative Support

- Pleasantly and professionally answer phones
- Greet and assist walk-in clients
- Coordinate various meetings for collaborative efforts; manage the conference room calendar; ensure conference room looks presentable for meetings
- Coordinate logistics for bi-monthly Board meetings including outlook calendar scheduling, meeting reminders, support Executive Director in preparing Board packet, prepare Zoom for those joining remotely, capture meeting minutes

Team Player

- Engage in cross-organization efforts, connecting project work to the broader Partnership.
- Share unique skills and expertise with NCCHP team.



QUALIFICATIONS:

The Health Partnership is seeking candidates who meet or exceed the following qualifications:

- High School Degree, minimum Bachelor’s Degree in marketing/communications preferred
- Ability to communicate effectively with diverse audiences including community members, professional partners, funders and government agencies
- Experience developing and providing strategic communications including creating written and oral content
- High levels of organizational skills with a focus on detail and follow through
- Skills in identifying and using communication tools to enhance collaborative work
- Passion for social justice and treating all with equal respect and dignity
- Competent with Microsoft Office
- Familiarity with social media, wordpress and mailchimp,

WORKING CONDITIONS:

- Up to 5% time traveling and working remotely.
- Work location for administrative activity is in an accessible office environment.
- Daily activity is 80% sitting, 10% walking/standing with occasional stooping, bending, reaching, twisting, and typing.
- Office equipment would include telephone, computer, printer, copier on a daily basis.
- Position meets the criteria for Category 3 of OSHA’s guidelines for exposure to biohazards.

I, _____ **acknowledge that on this date, I have received the following job description for my present position.**

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Compensation:

32 hours/week (typical schedule is M-T 9am to 4pm and F 8:30-12:30pm)

Pay range: \$19-\$21/hour including NCCHP’s Health and Wellness Benefits