



Job Description

MARKETING ASSISTANT

- REPORTS TO:** Marketing Project Manager
- BASED AT:** Barnabas Foundation, Crete, IL
- SCHEDULE:** Part-time, temporary (summer)*. Flexible schedule, 20 hours/week
- PURPOSE:** The Marketing Assistant supports the mission of Barnabas Foundation by completing special projects and providing general administrative assistance to the marketing team. They will gain resumé-building experience in the areas of marketing, graphic design and business.

* Possibility of part-time extension into school year, for interested candidates.

KEY RESPONSIBILITIES

- Create basic, customized marketing materials for Barnabas Foundation and member organizations.
- Provide ongoing administrative support (such as telephone calls, basic research, data entry, mailings, assembly of materials, etc.) for the marketing team.
- Assist with the set-up of special events
- Special projects and other duties as assigned

QUALIFICATIONS

The qualifications of the successful candidate for this position include:

1. Total commitment to Jesus Christ as your Lord and Savior and a desire to live with Him for eternity.
2. College student or recent college graduate.
3. Customer service oriented; a "people person."
4. Extraordinary organizational skills and attention to detail.
5. Dependable, self-starter with demonstrated ability to meet deadlines while juggling multiple projects and tasks.
6. Proficiency with basic Microsoft Office software, including Word, Outlook, PowerPoint and Excel.
7. Knowledge and working experience with the Adobe InDesign helpful, but not required.
8. Due to responsibilities related to managing physical inventory, must be able to occasionally lift boxes and other items up to 30 lbs.
9. Reliable transportation.

Interested candidates should email a cover letter and resumé to jobs@barnabasfoundation.com.

To learn more about Barnabas Foundation and view details of the job description go to www.barnabasfoundation.com/careers.