



 www.yndc.org

 330.480.0423

 820 Canfield Road, Youngstown, Ohio 44511

Marketing Assistant Job Description

Title: Marketing Assistant

Work Schedule: Full-time, 40 hours per week, some evening and weekend work required

Compensation: \$20 per hour, plus benefits

Under the supervision of the Marketing Coordinator, the Marketing Assistant will assist with the completion of routine photographic documentation and other tasks as assigned.

SKILLS/QUALIFICATIONS

1. ATTENTION TO DETAIL and ability to follow established systems and protocols exactly.
2. Valid driver's license and ability to be added to YNDC vehicle insurance.
3. Basic photography and videography skills.
4. Comfort with working outside in all weather conditions. Significant walking may be required.
5. Experience using Microsoft Office and Google functions, specifically Gmail and Google calendar.
6. Ability to learn to operate drone and obtain drone pilot license.
7. Ability to work independently of and in collaboration with other staff of the organization.

RESPONSIBILITIES

1. Photograph all YNDC projects and programs.
2. Assist with implementation of a multipronged communications strategy.
3. All other tasks as assigned.

To apply, please send cover letter and resume to tsokol@yndc.org

NO PHONE CALLS PLEASE.

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