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| **Lt. Blue Logo.jpgKids On the Move, Inc. Job Description****Department: Development****Job Title: Marketing Assistant (Intern)****Status/Schedule: Part Time – 20 hours weekly****FLSA Classification: Non-Exempt**Supervised by: VP of DevelopmentRevision Date: January 2018 |

**SUMMARY OF POSITION:** The Marketing Assistant supports the strategic marketing campaign to promote Kids On The Move events. This position assists with KOTM networking, graphic arts and social media. This position also reaches out to the community to develop relationships and raise awareness of KOTM’s services and events.

**RESPONSIBILITIES:**

* Assist with managing social media channels (Facebook and Instagram)
* Assist with creating and scheduling content for social media channels (Facebook and Instagram)
* Develop and maintain interpersonal relationships
* Assist with marketing in Utah, Salt Lake and Wasatch County
* Research and write feature stories
* Assist with graphic design
* Execute and manage events
* Other responsibilities and tasks as assigned

**REQUIRED QUALIFICATIONS:**

* Background or education in Marketing, Public Relations, Business Administration or similar field of study, or equivalent work experience
* Highly proficient in Adobe Indesign, Photoshop, Illustrator, Microsoft Office, and Excel
* Type a minimum of 60 words per minute

**PREFERRED QUALIFICATIONS:**

* 1-2 years non-profit experience, in an administrative role

**SKILLS:**

* Excellent organizational skills
* Highly detail oriented
* High level of professionalism
* High level of interpersonal skills
* Capable of maintaining a high level of confidentiality
* Business analysis skills
* Strong written oral business communication skills
* Work well under pressure with the ability to complete assigned tasks

**ATTRIBUTES:**

KOTM believes that the following attributes are necessary to be fully successful in this position:

* accountability
* strong written and oral communication skills
* initiative
* team player
* flexibility
* listening skills
* productivity
* prioritizing
* follow through
* organization/time management
* problem solving
* strong interpersonal and collaborative skills
* integrity
* confidentiality

**PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS:**

* Must be able to lift 25 lbs
* Ability to operate office equipment
* Must be able to sit for long periods of time at a computer
* Ability to easily walk up and down a flight of stairs
* Work takes place in a professional office
* Flexible schedule Monday through Friday, occasional nights and weekend work required
* Occasional travel within state

**NOTES:**

* KOTM complies with all provisions of the EEO and ADA laws. KOTM is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, religion, national origin, sex, sexual orientation, sexual identity, age, family status, military status, disabling condition, or other protected class.
* KOTM is an at-will agency. This job description is not to be construed as a guarantee of employment.
* KOTM will provide reasonable accommodation to applicants and employees with disabilities when it is necessary for the performance of the essential functions of a job. Should you need assistance in completing the application or at any other stage of the hiring process, or during employment, please notify us immediately. Your request and/or need for an accommodation will be kept confidential and only shared with individuals with a business need to know of the request.
* In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
* All job descriptions are subject to change at the discretion of the Program Director in collaboration with the Human Resource Director.

**I have read, understand, and am able to perform the job duties and requirements as described above.**

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**Employee Signature Date**