



## OPEN POSITION

### Marketing Associate

#### ABOUT US

The mission of Big Brothers Big Sisters is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentoring relationships that change their lives for the better, forever.

#### ABOUT THIS POSITION

The primary purpose of this position is to support the agency's marketing efforts in order to attract and retain donors and volunteers.

#### CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

The successful candidate for this position is creative, communicative, analytical, and skilled in graphic design, writing, and video editing. If you are a storyteller and want to create stories about one of the most effective youth development programs in the country, this position is for you.

#### EDUCATION & EXPERIENCE

2-3 years of marketing and communications experience and a high school diploma are required.

#### DAY TO DAY RESPONSIBILITIES

Assist the Director of Marketing and other team members with storytelling across the organization and community through media, events and other marketing activities including activities for our volunteers, youth, families and other stakeholders.

#### TRAINING

Extensive initial and on-going training on the BBBS Service Delivery System, Salesforce and other topics relevant to meeting our marketing and recruitment goals will be provided to the successful candidate.

#### HOURS

The position requires a 36 hour week with 10 of those hours occurring from 5-7 pm Tues, Wed & Thurs and Saturday from 10 am – 2 pm in order to connect with parents, youth, volunteers and other BBBS stakeholders. BBBS values work-life balance, so flex time is encouraged in weeks when events are happening.

#### SALARY RANGE & BENEFITS

Medical, dental, disability and life insurance benefits are provided. A Medical plan at no cost to the employee is available. The agency has between 10 and 12 holidays each year and employees can accrue up to 21 additional paid days off per year depending on the length of their employment. A simplified pension plan is also provided for the employee after 2 years of employment. Mileage is reimbursed. Staff development opportunities are provided. Full benefits and salary information is available upon request.

#### HOW TO APPLY OR ASK QUESTIONS

Apply at Indeed or forward resume to [careers@bigmentor.org](mailto:careers@bigmentor.org)