



POSITION: Communications Marketing Assistant

JOB DESCRIPTION:

As a critical member of the Communications Marketing team, the Communications Marketing Assistant is a year-round, part-time position based in Meals on Wheels' Administrative office.

Reporting directly to the Communications Marketing Manager this person is a critical part of representing the organization within the public eye, and ensuring all departments have what they need to run efficiently.

JOB DUTIES & RESPONSIBILITIES:

- Works effectively with all departments to advance the mission of Meals on Wheels North Central Texas
- Graphic design: designs logos, print and electronic communication, and other collateral material to increase MOWNCT's brand awareness. Creates and coordinates graphic design efforts for brand consistency
- Social media: creatively communicates and expands the social media presence
- Assist in the coordination of print and digital campaign efforts as provided by TrueSense and internally
- Assist with video design and production efforts
- Create and schedule monthly e-newsletters, special announcements, etc.
- Coordinate and distribute press releases as needed
- Manage google analytics
- Website coordination: creates content, implements and monitors website for maximum effectiveness
- Assist in coordinating marketing materials and sponsorship fulfillment for events
- Assist with marketing and communication of fund raising efforts
- Participate in training and staff development, as related to the position
- Participate in assigned facility cleaning duties
- As needed, fill in as Logistics relief for home delivered meal service: driving and delivering meals, packing side food items, washing fleet vehicle, and receiving/storing weekly food deliveries.
- Recognize the inherent dignity of each client/participant served and preserve his/her right to confidentiality and respect
- Abide by the policies and procedures of Meals on Wheels North Central Texas Board of Trustees as implemented by the Executive Director
- And other duties when needs arise

QUALIFICATIONS:

- Associates Degree in Marketing, Communications, or related field
- A minimum of two years prior related experience preferred
- Demonstrates a solid understanding of marketing principles, digital tools and techniques that create and drive brand awareness
- Detail-oriented, organized, self-motivated, and hard working with record of completing assignments
- Ability to work well both independently and in conjunction with others
- Professional, yet approachable in dress and demeanor
- Clear communicator in written and spoken word
- Proficient in Adobe Creative Suite specifically InDesign, Photoshop, and Illustrator; Microsoft Office (Word, Excel and Outlook)
- Comfortable working with and addressing culturally and ethnically diverse staff, volunteers, senior adults and community groups

PHYSICAL & COGNITIVE DEMANDS

This position is generally set in a comfortable office environment, however, it may occasionally require outside of office work. It requires seeing, hearing, sitting and walking on a daily basis. It may require bending and lifting 25 pounds on an infrequent basis. Donor/client/volunteer field work may occur during or after business hours and it requires talking, writing, driving in inclement weather, walking on uneven surfaces and standing for upwards of 30 minutes straight, depending on the situation.

ABOUT MEALS ON WHEELS NORTH CENTRAL TEXAS

Meals on Wheels North Central Texas is a community-based organization focused on helping homebound elderly and disabled persons remain independent and healthy in their homes by providing nourishing meals, a friendly visit, and a safety check.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.