

## **JOB DESCRIPTION MARKETING ASSOCIATE**

### **POSITION SUMMARY**

The Marketing Associate will report to the Director of Marketing and will be responsible for helping to execute the marketing strategy, focusing on creating content, writing and project management, managing the company website, social media platform, and PowerPoint construction as needed. The successful candidate will play an integral role helping to build the company's brand to engage clients and prospects.

### **ESSENTIAL FUNCTIONS**

- Assists in designing, creating and delivering marketing materials to support the growth and expansion of company brand, products and services.
- Writing, proofreading and editing content.
- Ensure marketing materials undergo regular review and adhere to brand guidelines and brand consistency.
- Responsible for bulk mail marketing.
- Creates various types of presentations as directed.
- Assists the Director of Marketing on program development and implementation.
- Manage promotional materials and swag.
- Assists with coordination and execution of events including conferences, open houses, and events.
- Manage all web content including social media.
- Work with other team members to further the ministry of MB Foundation.
- All other duties deemed necessary.

### **REQUIREMENTS**

- Bachelor's degree or equivalent work experience preferred.
- Strong interpersonal skills with ability to work in teams and with clients.
- Strengths in service, organization, grammar and administration.
- Aptitude for detail work requiring completion in a timely manner with precision and accuracy.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook); experience in WordPress and Adobe programs is helpful.
- Ability to maintain sensitive and confidential information.
- A Christian faith commitment and loyalty to the mission of and ministries supported by the United States Conference of Mennonite Brethren Churches. Must be able to affirm the USMB Confession of Faith and have a growing commitment to Biblical stewardship.

### **APPLICATION**

To apply, visit [www.mbfoundation.com/employment](http://www.mbfoundation.com/employment) for more information and to review the USMB Confession of Faith.