MARKETING/CAMPAIGN ASSISTANT POSITION

United Way of Kern County leads a movement to improve community conditions in education, health and financial stability. We deliver programs and services to enhance the lives of Kern County residents. We bring donors, volunteers, advocates, and other stakeholders together to build powerful and sustainable coalitions and partnerships.

United Way of Kern County fights for long-lasting and measurable impacts in the areas of education, health and financial stability.

The Marketing/Campaign Assistant will manage and update the campaign/fundraising supporter management database and carry out the administrative functions of the campaign/marketing department. To support the campaign/marketing team in managing fundraising & events within United Way of Kern County. The schedule will be 40 hours per week.

Essential Functions Provide ongoing support to the Marketing Director

· Provide excellent services with set deadlines
· Ability to establish and maintain a strong relationship with community stakeholders
· Ability to work with minimal supervision
· Ability to work collaboratively in a team
· Ability to communicate well in speaking, writing and flow-charting
· Efficiently use Office 365 daily
· Efficiently use Adobe CC and related phone apps
· Strong organizations and keeping the team on task
· Be familiar with the United Way brand and mission

Education and Work Experience, college degree, 1 year of fundraising/marketing experience required. Or equivalent combination of education and experience.

Applicants must provide a cover letter, resume, and 2 references.
EMAIL ALL ITEMS TO: marketing@uwkern.org

Applicant desired attributes:

· Multitasking
· Bi-lingual preferred, but not necessary
· Strong Organization
· Nonprofit experience preferred
· Positive attitude and desire to serve
· Ability to take lead with little direction
· Major gift fundraising
· Direct Marketing
· Special events
· Corporate fundraising
· Foundation fundraising
· Online giving
· Constituent relationship management
· Software literacy (Adobe CC, Office 365, cloud drives, WordPress, Constant Contact, database, Social Media)

Work Environment
1. Fast-paced office environment requiring multi-tasking
2. High sense of service to the community
3. Exposed to confidential information
4. Some training will be provided
5. The ability to lift 35 pounds to a height of three to four feet and load them into automobiles.

· Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time;

· This description reflects management’s assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned;

· This job description is subject to change at any time