

# WE'RE HIRING



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## Marketing & Events Assistant

All applications are due by May 13, 2022  
Amy Lee, Marketing and Communications Assistant  
alee@canerivernha.org

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### Job Type: Part-Time/Hourly

We are seeking a creative, highly organized marketing & event assistant to help us execute unforgettable events that generate brand awareness and build community relationships within the Cane River National Heritage Area.

#### Qualifications:

- Degree in/or working towards a degree in hospitality, public relations, management, or related field.
- Experience in project management with a track record of successful events.
- Excellent organizational skills with the ability to multitask under pressure.
- Strong communication and interpersonal skills.
- Creative, out-of-the-box thinking.
- Ability to work with a team of volunteers and delegate tasks effectively.
- Meticulous attention to detail.
- Expert time management skills.
- Financial savvy, with the ability to adhere to planned budgets and process invoices.

Hourly Rate: \$11.00 - \$14.00/hour

Commensurate with experience. Maximum of 28 hours per week.

### Job Responsibilities:

- Assist in the development and execution of special events and educational programming.
  - Assist Marketing and Communications Manager in special events, which includes pre-planning, problem-solving, logistics, directing event set-up, advising, and communicating with staff and volunteers.
  - Assist in managing social media platforms, website, marketing material development, and communicating all messaging for Cane River National Heritage Area and track success.
  - In conjunction with the Marketing and Communications Manager, maintain quality control of the CRNHA brand throughout all departments, programs, and channels.
  - Keeping up to date on the latest tools, web technologies, and social media tactics being used, and evaluating how CRNHA can take advantage of opportunities to use new technologies and new approaches
  - Other duties and special projects as assigned.
  - Lead and assist with special projects as needed.
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