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**Community Wide Marketing Assistant / to the President**

**Job Description / Part time Position**

**Objective**

To assist and enable a smooth/seamless transfer of information (public relations and marketing programs) to our Stakeholders, the community, and regional markets. This position will be active in all forms of social media and keep abreast of current and future trends in marketing and advertising.

**General Scope of Work:**

This position will assist or lead with the following items; web content, social media websites, text message campaign, promotions, and other daily tasks needed to promote Pride in the Falls.

**Primary Duties:**

* + Choosewf.com website oversight/updates (approval and updates of community events)
  + Prideinthefalls.com web site oversight/updates
  + Approval and updates of Certified Extreme events
  + Communication to community and stakeholders via email, flyers, mailings, calls etc.
  + Contact with Pride in the Falls committee and key directors
  + Respond to emails, phone calls, etc. regarding Pride in the Falls
  + Responses to and from as well as entries into Facebook, Twitter, YouTube, Instagram, etc. …
  + Help administer a “Show us your Pride in WF!” campaign, via these social media
  + Administer text message campaign
  + Assist in the marketing and advertising campaigns:
    - Graphic Design
    - Contracts
    - Community Events
  + Promote Pride in the Falls through various community trade shows, MSU events, and Sheppard Air Force Base

The ideal candidate will be a tech-savvy professional or recent college graduate.

This is a great position for a high-energy, innovative person looking for an entry level position.

Interested persons should send resume and three references to;

Jim Heiman

President/ Pride in the Falls

[jheiman@wf.net](mailto:jheiman@wf.net)

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