

DATE POSTED: 1/1/2024
DEADLINE FOR APPLICATIONS: OPEN

Job Posting

Marketing Assistant

Hours per week: 8

Base Location: 108 Pleasant St, Claremont or
109 Bank St, Lebanon or other
locations as assigned

Stepping Stone is seeking an individual with lived experience to assist with marketing and public relations efforts to raise the Agency's profile and capacity through social media and communication materials.

See attached Job Description for responsibilities.

Training Requirements:

- must be certified in peer support or attend the next available peer support training to become certified and attend all training to maintain certification
- must have completed Wellness training or attend the next scheduled training
- must attend additional trainings as determined by your supervisor

To apply:

Complete an application and give to Shanon Laferte at Stepping Stone or staff at Next Step. For more information please call Shanon at 603-543-1388.

All requests for information and applications are held in confidence.

Consumers and Members are encouraged to apply.
EOE.

Job Description – Marketing Assistant

Location: 108 Pleasant Street, Claremont, NH; 109 Bank Street, Lebanon, NH; other locations as assigned

Employee Type: part-time, regular, non-exempt

This position is supervised by: Executive Director

General Responsibilities:

The Marketing Assistant supports marketing and public relations efforts to raise the Agency's profile and capacity through social media and communication materials. The Marketing Assistant promotes the principles and values of peer support internally and within the greater community. The Marketing Assistant is a member of the management team.

Specific Responsibilities:

General

1. To understand, model, and teach trauma-informed peer support and its values.
2. To understand and demonstrate healthy boundaries and model good self-care.
3. To attend all required trainings and meetings.
4. To perform other duties as assigned.

Marketing

1. To assist with the design and execution of social media campaigns.
2. To create and post approved content to social media platforms and websites and distribute approved printed material (e.g., monthly Newsletter) to increase public awareness and program referrals.
3. To maintain the website.
4. To work with the Executive Director on public awareness via all media forms.
5. To respond to comments and DMs on social media platforms.
6. To brainstorm and research ideas for original content.
7. To create compelling graphics to share across social channels.
8. To write social media captions that speak to the company's target audience.
9. To help create and edit short-form videos and assist with photo and video shoots.
10. To ensure brand message is consistent.

Minimum Qualifications:

1. High school diploma or GED.
2. Excellent computer skills, such as Microsoft Office.
3. Ability to work a flexible schedule to meet marketing needs.
4. Experience with creating and posting content to social media platforms, such as Facebook.
5. Excellent Internet research skills.
6. Proven ability to adhere to strict confidentiality standards.
7. Attention to detail.
8. Excellent written and verbal communications skills.
9. Willingness to learn.
10. Ability to meet deadlines and prioritize effectively.
11. Ability to work independently and as part of a team.
12. Reliable transportation.
13. Ability to lift a maximum of 10 pounds, walk up and down stairs, and sit or stand for a majority of the workday.

I hereby acknowledge that I have read and understand that this job description is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the needs of The Stepping Stone Drop-In Center Association. I have been provided a copy of this description.

Signature

Date