
Events & Marketing Assistant

DATE:	Rolling
APPLICATION DEADLINE:	(Negotiable)
POSITION TITLE:	Special Events Assistant
DEPARTMENT:	Development
HIRING SALARY MINIMUM:	Work Study/Unpaid
REPORTS TO:	Director of Corporate Engagement
SEND RESUMES/APPLICATIONS TO:	Address above or email: acagle@jwesternpa.org

POSITION CONCEPT:

This position works as a part of the organizations' Marketing and Events efforts, which encompasses assisting in all planning and execution of fundraising events, developing collateral materials, secures prizes as incentives and assisting the department in all aspects of the daily operations. Time allocation: (%), business development/resource generation (5%), marketing & public relations (50%) event support (25%), and administrative (20%).

PRIMARY RESPONSIBILITIES:

1. Assists Director of Corporate Engagement in business development and fundraising events.
2. The JA marketing intern will be responsible for preparing and maintaining databases, scheduling meetings with new and existing participants/sponsors, assisting with all event mailings, and maintaining financial records for all special events. Additional responsibilities may include, but are not limited to: Developing collateral materials and marketing pieces, Organizing and recruiting volunteers, Assisting with the planning and implementing of events, Assisting with fundraising, Attending JA and networking events to ensure continued organizational growth, Supporting the Events Department by preparing progress reports.
3. Assists in planning stages for the *three rivers Corporate Players Championship*. Specific tasks include but are not limited to: securing prizes for the Auction through various community businesses and board members, and program development.
4. As a member of the Marketing & Events Department, 20% of time will be allocated to administrative efforts including: cold calling, attending networking events, prospecting, and creating department progress reports.
5. This individual is a key member of the team on other department-related projects, including but not limited to: writing and editing collateral, coordinating community relations, and working closely with department members to further the mission of the organization.

EDUCATION/EXPERIENCE REQUIRED:

- Degree in progress in Marketing, Communications, or Business and/or relevant schoolwork or past work experience
- Strong graphic design skills and knowledge of Adobe Illustrator programs a **plus**
- Experience and knowledge of Microsoft Excel

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Interested candidates should send cover letter and resume (mail or email) to: acagle@jwesternpa.org

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