



North Penn YMCA

JOB OPENING – MARKETING ASSISTANT

Position Description

The North Penn YMCA is hiring a part-time marketing assistant to support the marketing, communications and fundraising efforts of the organization. Duties will include, but are not limited to 1) production of printed and digital marketing and communication materials, such as newsletters, flyers and direct mail pieces; 2) maintenance of digital communication medians, such as the website and Facebook page; and 3) assisting in the coordination of the annual gifts campaign and fundraising activities.

Qualifications

- Minimum of 2 years of college in a marketing and/or communications related course of study is preferred
- Three or more years of practical experience in marketing and/or communications
- Graphic design experience producing both print and digital materials
- Must have good interpersonal, public relations, and oral and written communication skills
- Must know how to use MS-Word, Excel and Publisher. Working knowledge of graphic design software such as Quark, Photoshop, Illustrator and Acrobat is preferred
- Some familiarity with online communication and social networking tools (i.e websites, Facebook, YouTube) is required

The position reports to the Marketing & Financial Development Director in the North Penn YMCA's corporate office, located at 2506 N. Broad Street, Suite 208 in Colmar, PA. Part-time hours will be 10 to 20 per week.

Interested persons may email their resume and pay rate requirements to marketing@northpennymca.org by January 25, 2012. No phone calls please.