



Marketing Assistant

Job Objective:

The Marketing Assistant works as part of the Marketing team to promote, advertise and market the Clark County Event Center and Clark County Fair. A portion of the duties include maintaining the content of websites and social media platforms. The Assistant implements social media strategy to enhance public engagement year round. This role includes some design work, database and file management.

Core Competencies:

- Excellent writing and editing skills.
- Ability to combine marketing and communications with solid understanding of how to leverage online, digital and mobile to achieve/exceed marketing goals.
- Proficiency in Adobe Creative Suite (In Design, Photoshop, Illustrator and Acrobat) a plus.

Job Duties:

- Produces simple graphic design work as needed for signage, newsletters, website and events.
- File management of digital and print documents.
- Provides basic website updates, input and maintains digital newsletter.
- Updates content and archives according to a strategic marketing plan and objective.
- Serves as a point of contact for external developers and vendors.
- Monitors and updates social media platforms including Facebook, Twitter, Instagram and others.
- Assists in organizing campaigns as part of editorial calendar to increase public engagement.
- Keeps up with best practices through networking and researching.
- Edits event photographs for online sharing.
- Assists the Director of Marketing with contest coordination and special events during the Fair and as needed for other events throughout the year.
- Assists with sponsor proposal generation.

- Works with other departments to develop, maintain and adhere to scheduling calendars, deadlines and goals.
- Performs other duties as directed.

Education and Experience:

- Associate degree or higher, or equivalent verifiable experience.
- Knowledge of MS Office, websites, marketing computer software and online applications (CRM tools, Online analytics, Google AdWords, etc.).
- Strong customer service experience.
- Market research techniques and abilities is an advantage.
- Experience with events and sponsorship fulfillment a plus.
- Possess a valid driver's license.

Knowledge, Skills and Abilities:

- Experience as a marketing assistant or equivalent.
- Strong organizational and interpersonal skills.
- Demonstrated ability to multi-task and adhere to deadlines.
- Ability to work a demanding schedule during the 10-day Fair.

Terms of Employment: At will, full-time, permanent position.

Work Week: Normal office business hours except during the Fair season. **Pay Range and**

Benefits: Base salary DOE; competitive benefit package including health, dental and vision insurance; retirement plan; vacation and sick leave.

How to Apply: Cover letter, resumes and letters of interest should be submitted to the following address:

**Clark County Event Center
Attn: Tawnia Linde, Director of Marketing
17402 NE Delfel Road
Ridgefield, WA 98642**

****Accepting applications until November 30, 2017 or until filled****