



MARKETING ASSISTANT

Department: Marketing Team

Reports to: Chief Impact Officer

FLSA Status: Non-exempt

Work Status: Full time

Pay Range: \$18-20/hour (commensurate with experience)

We are looking for a super-organized assistant to provide marketing and administrative support to a busy marketing department. Our ideal candidate is comfortable with technologies like email marketing platforms, content management systems, and mobile payment platforms; is an expert at PowerPoint and Word; and has a sharp eye for typos. You will have the opportunity to work on a variety of projects, including assisting with events and contributing content to a statewide newspaper. You'll also keep our department running smoothly by providing administrative support. Best of all, you'll help change lives here in Milwaukee and around the world.

Essential Functions

- Provides administrative and project support for a variety of marketing programs.
- Assists with managing website content.
- Supports email campaigns: sends and monitors email campaigns; maintains assets and mailing lists.
- Supports payment and event registration platforms: creates forms, resolves customer problems, tracks registrations.
- Coordinates Wisconsin Jewish Chronicle subscriptions and circulation, assists with managing website content and social media platforms, and writes routine portions of the Chronicle such as "Coming Events."
- Proofreads print and digital marketing materials.
- Maintains a digital asset storage system.
- Assists with the development of PowerPoint presentations.
- Assists with event planning and execution.
- Coordinates meetings, including scheduling, maintaining rosters, and preparing meeting materials.
- Provides CRM expertise for the department.
- Coordinates development and production of the Guide to Jewish Wisconsin.
- Facilitates incoming and outgoing communications, including phone calls, and handles basic correspondence and departmental communication.
- Orders and maintains promotional materials.

Additional Functions

- Assists with research as requested.
- Occasionally provides administrative support to other departments
- Periodically fills in at reception desk.

Required Education/Credentials/Experience

- Bachelor's degree preferred.
- Two years administrative or marketing experience.
- Superior proofreading skills, excellent oral and written communication skills.
- Ability to meet tight deadlines, set priorities, give attention to detail and revise content based on feedback from others.
- Ability to work effectively in a team as well as independently.
- Focus on customer service and problem solving.
- Ability and willingness to work occasional evenings and weekends.
- Valid driver's license, reliable transportation, acceptable driving record.

Required Technology Skills

- Highly proficient with Office 365 (especially Outlook, Word, Excel, and PowerPoint)
- Experienced with databases, email platforms (such as Constant Contact), mobile payment platforms, and project management software (such as Basecamp).
- Highly comfortable with technology, willing and able to learn new programs.
- Photography and videography skills a plus.

Work Environment and Physical Demands

This job is currently a hybrid position with three days working from the office and two days working from home. This will likely change over time. The office is a professional work environment with pleasant working conditions, good lighting, ventilation, reasonable quietness, and reasonably regular work hours. Occasional evenings and weekends may be required.

There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. On rare occasions it may be necessary to lift or move up to 15-20 pounds, usually waist high.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

About the Organization

The mission of the Milwaukee Jewish Federation is to ensure the continuity of the Jewish people, enhance the quality of Jewish life and build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. Learn more at www.milwaukeejewish.org.

Milwaukee Jewish Federation is an inclusive employer, and we provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

We care about the wellbeing of our people and offer a comprehensive benefit package including paid vacation and personal days; medical, dental and vision insurance; health savings and flexible spending accounts; short- and long-term disability insurance; life insurance; 401K retirement savings plan and paid parental leave.