

Meritus Credit Union Job Description

Position Title: Marketing Assistant
Department: Marketing
Reports To: Marketing Supervisor
Status: Non-Exempt

Role:

The Marketing Assistant plays a key role in helping Meritus Credit Union Marketing Department staff with various office functions. This position provides support for business development, marketing communication and community relations strategies.

Major Duties and Responsibilities:

- 1) Proactively manages the marketing materials and supplies inventory. Maintains accurate inventory spreadsheets and organization of materials and supplies.
- 2) Provide assistance with data reports utilizing a range of computer software applications including, but not limited to Microsoft Word, Excel, PowerPoint and specialized data analytics programs.
- 3) Act as the key liaison and supervisor for the credit union's school banking programs
- 4) Assist the marketing department with errands as needed.
- 5) Scan and input survey data.
- 6) Assist marketing staff with packing marketing materials for business development appointments.
- 7) Assist marketing staff with packing marketing materials and supplies for special events.
- 8) Maintains current contacts for business development and marketing communications.
- 9) Communicates with members, staff and other individuals to answer questions, disseminate or explain information as needed.
- 10) Assist with annual member and staff events.

Knowledge and Skills:

- 1) A bachelor's degree in public relations, marketing, business administration is preferred, but must have at least an associate's degree or equivalent training or work experience in this area.
- 2) In addition to education requirements, applicant is required to have a minimum of two years of related field or equivalent work experience.
- 3) Must be a highly motivated, detail oriented, independent, self-directed, and able to multi-task and work in a fast-paced environment.
- 4) Good verbal and written communication, time management, negotiation, public speaking/presentation, sales and organizational skills required.
- 5) Proficiency with Microsoft Word, Excel, PowerPoint and Outlook.
- 6) A valid driver's license, reliable transportation and adequate auto insurance required for accomplishing job requirements.
- 7) Assist with other duties and tasks as assigned to accomplish the Marketing Department mission.
- 8) Work required includes occasional physical activity including lifting up to 50 pounds, bending, squatting, twisting and reaching.

Hours of work:

This is a full time non-exempt position working 40 hours per week between the hours of Monday – Friday, 8:00 am – 5:00 pm. Before and after weekday hours and weekend work is rare, but may be requested of this position.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.