



Job Title: Marketing Assistant
Job Type: Volunteer (20-25 hrs/week)
Job Rate: No Compensation
Job Location: Hybrid - Admin Office/Remote
Reports to: Development & Marketing Manager

Boys & Girls Clubs of Carson's Mission:

The Boys & Girls Clubs of Carson offers our young people a safe environment where they can have fun and be themselves around dedicated adult mentors who respect and listen to them. Outcome-based programs empower youth to become lifelong learners.

PRIMARY FUNCTION:

Provide support to the Development Department by handling various duties including; digital graphic design, social media, event coordinating & planning, attending live events, and other duties as assigned to assist with department goals. Build your resume by gaining hands-on experience with a marketing team and learning first hand how a nonprofit operates.

KEY ROLES (Essential Job Responsibilities):

Communications & Marketing

- Capture fresh photos and videos for social media content.
- Design captivating collateral for digital and print communications.
- Attend community and BGCC sponsored events.
- Assist with website updates and light SEO work.
- Assist with stewardship efforts.
- Support with administrative tasks for various projects.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Development Manager and Club staff to receive/provide information, discuss tasks, and assist when asked.

External: Maintains contact with external community groups, schools, vendors, and corporate partners.

REQUIRED SKILLS/KNOWLEDGE

- High School diploma or GED.
- Working knowledge of graphic design programs such as Photoshop, Canva, or Pixlr.
- Working knowledge of social media platforms such as Facebook, Instagram, Twitter, and Tik Tok.
- Working knowledge of Wordpress.
- Experience in working with children is a plus.
- Must be responsible, reliable, and punctual.
- Ability to perform other tasks as requested.
- Mandatory CPR and First Aid Certifications and TB clearance.
- Must be fully vaccinated.
- Must have a valid State Driver's License.

MARKETING ASSISTANT WILL BE REQUIRED TO:

- Show proof of vaccination.
- Complete TB test and clearance.
- Pass a background check.
- Attain CPR and First Aid certifications.

ENVIRONMENT AND WORKING CONDITIONS

Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

PHYSICAL AND MENTAL REQUIREMENTS

Tasks involve the ability to exert physical effort, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects up to 50 pounds.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.