



# YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



[www.yndc.org](http://www.yndc.org)



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

## Marketing Assistant

### Job Description

<b>Title:</b>	Marketing Assistant
<b>Work Schedule:</b>	Full-time, 40 hours per week, some evening and weekend work required
<b>Compensation:</b>	\$20 per hour, plus benefits

Under the supervision of the Housing Director, the Marketing Assistant will assist with the completion of routine photographic documentation, social media posts, website updates, publication layout, and other tasks as assigned.

### SKILLS/QUALIFICATIONS

1. ATTENTION TO DETAIL.
2. Valid driver's license and ability to be added to YNDC vehicle insurance.
3. Experience with document layout.
4. Experience using Adobe CS6, Adobe Premiere, and Microsoft Office.
5. Experience using Google functions, specifically Gmail and Google calendar.
6. Experience using or ability to learn Benchmark for the publication of e-newsletters and email marketing.
7. Experience using website content management systems.
8. Experience using Facebook, Twitter, and Instagram.
9. Basic photography and videography skills.
10. Ability to work independently of and in collaboration with other staff of the organization.
11. Ability to follow established systems and protocols exactly.

### RESPONSIBILITIES

1. Photograph all YNDC projects and programs.
2. Create event flyers and routine promotional documents for all organizational programs and services.
3. Maintain and regularly update organization's website, social media, and other web accounts.
4. Complete monthly e-newsletters, weekly project updates, and event notification emails via Benchmark.
5. Complete three quarterly performance reports and Annual Report each year in InDesign.
6. Develop other promotional materials as assigned.
7. Assist with development and implementation of a multipronged communications strategy.
8. Publicize the activities of the organization, its programs, and goals.

To apply, please send cover letter and resume to [tsokol@yndc.org](mailto:tsokol@yndc.org)

**NO PHONE CALLS PLEASE.**

**YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.**



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Youngstown Neighborhood  
Development Corporation



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