

## Office and Marketing Manager

The Love, Chloe Foundation is looking for an Office manager/Marketing Assistant. As a small non-profit, this position will work alongside the Executive Director and will be an integral part of the growth of the organization. Love, Chloe offers a rewarding and flexible work environment.

### Office and Marketing Manager Job Responsibilities:

- General office duties such as answering the phone and emails.
- Managing office calendar and scheduling committee meetings
- Sending regular updates to the board, councils and event committee members
- Managing social media accounts, including creating content for these accounts.
- Managing website content
- Plan and promote events
- Database entry
- Recruiting, managing and scheduling volunteers
- Creating and scheduling monthly newsletters
- Solicitation of donors and sponsors

Work hours are M-F 8am-4pm but can be flexible and pay is hourly. Some evenings and weekends will be required for meetings and events.

### Qualifications / Skills:

- Strong written and verbal communication skills
- High level of organization and attention to detail
- Comfort with multi-tasking
- Understanding of basic business and marketing concepts
- Excellent time management skills
- Outgoing personality with strong interpersonal and social abilities
- Familiarity with social media, social networking, email marketing and search engines
- Strong writing and copy-editing abilities

### Education, Experience Requirements:

- High school diploma, GED, or equivalent
- Two to three years' experience in Marketing and/or Office Management
- Proficient with office software
- Familiar with Database software
- Experience with Adobe Creative Cloud (Adobe Photoshop, Illustrator, InDesign and Acrobat)
- Experience working at a non-profit is a plus