

COMMUNITY OUTREACH ASSISTANT

An Community Outreach Assistant provides administrative, operational, and logistical support to the director of outreach. They plan, implement, coordinate, and monitor initiatives that promote the organization and its services to the community.

DUTIES

- Maintaining established outbound call volume to source, establish relationships and generate qualified new lead generation for the campaign leadership
- Maintaining a working knowledge of the organization's mission and programs to promote the field and fundraising initiatives
- Orders office supplies and outreach materials
- Maintain a positive relationship with local staff, state staff, and community partners
- Create and maintain marketing master calendar

Please send your Resume to literacyconnectioninc@gmail.com.

MARKETING ASSISTANT

A Marketing Assistant assists with ongoing marketing campaigns by collecting audience feedback, creating graphs, charts, and slides to present to decision-makers, and conducting market research to understand the target audience.

DUTIES

- Conducting market research and analyzing consumer rating reports/questionnaires
- Employ marketing analytics techniques to gather important data (social media, web analytics, rankings etc.)
- Update spreadsheets, databases and inventories with statistical, financial and non-financial information
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success
- Prepare and deliver promotional presentations
- Compose and post online content on the company's website and social media accounts
- Write marketing literature (brochures, press releases etc) to augment the company's presence in the market

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INVENTORY ASSOCIATE

An Inventory Associate keeps track of the goods and supplies in a store or warehouse and manages orders to facilitate sales or production. Their duties include signing off on shipments, counting the number of available products and placing orders for more inventory according to demand.

DUTIES

- Receiving and unpacking incoming shipments of merchandise, while keeping track of inventory levels
- Maintaining an accurate record of all inventory items including item description, price, and location in the store
- Maintaining an up-to-date database of all inventory items
- Stocking shelves with incoming books
- Performing clerical tasks such as entering inventory data into computer systems
- Verifying that all books meets organizational standards

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