



## CHRISTALIS MARKETING ADMIN

Christalis Inc. Maryland-based International NGO provides services for children who are victims of various injustices. Christalis is searching for a creative, efficient, detail-oriented, and organized marketing assistant to help coordinate its fundraising/marketing initiatives and donor relations program.

TITLE: Marketing Admin

IMMEDIATE SUPERVISOR: President

Salary: \$12.50 - \$15.00/Hour

Job Type: Part-Time

### GENERAL JOB DESCRIPTION

The Marketing Admin has responsibility for social media, online newsletters, printed marketing materials, website management, communication to current and prospective donors, planning and implementing fundraisers/events. The marketing admin will contribute towards increasing its visibility and supporting the organization's mission, vision, and goals. news media, and marketing research.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Aid in executing organizations Marketing Plan.
- Help develop collateral materials in support of marketing strategies including publications, videos, electronic communications, and multimedia presentations
- Creates content for all releases and publications, such as quarterly newsletter, social media, yearly letters, annual report, promotional information, fundraisers and programs, various brochures, and all other marketing, fundraising, and promotional material.
- Assist with annual fundraisers.
- Maintain fundraising database and tracking system.
- Assist in identifying prospective individual and corporate donors and participate in strategies to cultivate those relationships.
- Perform other related duties as requested.

### MINIMUM QUALIFICATIONS

- Bachelor's Degree or pursuing Bachelor's Degree in journalism, public relations, communications, marketing, Business Administration, or a related field is required.
- 1 year of experience in a similar role.
- Experience with all social media platforms.