



Part-Time Hourly Position

Job Title: Marketing & Communications Associate

Scope of Work:

The Marketing & Communications Associate is responsible for supporting the Systems & Communications Directors in all aspects of OGS Marketing & Communications.

Tasks Include:

Support, Administration, & Communication (30% of time):

- Answer and respond to general OGS phone calls, mail, and emails regarding all programming
- Distribute relevant communication to appropriate staff in a timely manner
- Manage the CRAFT listserv, and other internal and external email lists
- Assist with coordination of in-kind sponsor relations and deliverables
- Manage registrations, membership, and attendance tracking for all year-round programming
- Attend external workshops, conferences, and events to staff OGS exhibit tables as able
- Manage records and data including but not limited to:
 - Manage and update participant data information
 - Manage various data entry for evaluation and reporting purposes

Media & Resource Management (25% of time):

- Manage and update program resource web pages and online registration forms
- Assistance with graphics, filming, video editing, and photography for program events.
- Manage, edit, upload, and organize event photos to OGS Flickr account

Communications & Marketing (30% of time):

- Interface with Systems & Communications Director and Communications Team regarding communications and marketing, especially by providing timely, clear information for communications purposes.
- Manage the posting of events in online calendar listings and on social media
- Create Social Media content and help develop schedule of posts for relevance, reputation, regularity, and engagement with constituents
- Coordinate the distribution of flyers and mailings for events
- Assist with website updates
- Maintain list of press contacts for local, regional, national news services

- Assist with coordination of in-kind sponsor relations and deliverables
- Develop and solicit content for the OGS Blog
- Administrative support to Marketing & Communications Team as needed

Applicant Requirements:

- Savvy with and actively engaged in social media
- Familiarity with Wordpress and GoogleDrive
- Comfortability learning new web-based project management software
- Strong attention to detail, highly organized
- Excellent written communication skills
- Excellent verbal communication skills
- Innovative. Creative. Flexible. Team Player. Quick Learner
- Solid people skills and experience with customer service
- Experience working remotely

Hours: 30 hour a week hourly position.

Compensation:

The Associate shall receive \$16.00 per hour and the position is classified as Part-Time. Overtime can only be worked with prior approval from a direct supervisor and thus should be avoided.

Location: A combination of working from your home office (provide your own computer, printer, and basic office needs) and working in our office at the Smith Mill Works in West Asheville, NC when safe, appropriate, and desired. Events will take place around WNC. Reasonable adjacency to WNC required.

Software/Hardware: OGS will provide all online software needed such as Wordpress, Asana, GoogleDrive, etc. OGS does not provide computers and requires each employee to have their own reliable computer and cell phone.

How to Apply: Please send a cover letter, resume, & 3 references to carrie@organicgrowersschool.org and be sure to put "Marketing & Communications Associate" in the subject line. Application Deadline is 12/31/20.

OrganicGrowersSchool.org

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OGS is an equal opportunity provider