



JOIN OUR TEAM!

DEPARTMENT /POSITION

Admin/Marketing Assistant

NUMBER OF OPENINGS

1 full-time, year-round position

HIRING STATUS

Immediate

POSITION RESPONSIBILITIES

Under the direction of the Marketing & Fundraising Director, perform tasks related to marketing and fundraising for various departments. Duties include special event planning, advertising, graphic design and fundraising. This position requires excellent oral and written communication skills, the ability to perform work with limited supervision and high levels of accuracy.

PRIMARY QUALIFICATIONS

Skills: Full operational understanding of Microsoft Office products is required. Knowledge of Adobe Acrobat, Adobe Creative Suite, Canva and Drupal is preferred, but not required. Must possess solid knowledge of social media platforms and brand standards. Must be able to operate office equipment, write reports, business correspondence and marketing materials.

Competencies: Must be able to understand general and business communications, effectively present information and respond to inquiries at an individual or group level. Must be dependable and exhibit the Y core values of respect, responsibility, honesty and caring.

Certifications: Associate or Bachelor degree in marketing, public relations, communications or related field. CPR for the Professional Rescuer w/AED and First Aid required within 60 days of hire.

SCHEDULE

Monday – Friday, 40 hours per week, with occasional evening and weekend hours as needed for special events.

WAGE

\$11.50 - \$13.15 per hour, depending on experience and qualifications

BENEFITS

Full benefit package, including life/medical/dental/disability insurance, retirement contribution, flexible benefits spending account, generous paid-time-off, YMCA family membership, and on-site, reduced-rate child care.

ABOUT THE Y

At the Y, we work hard but have fun doing it. The Y is about youth development, healthy living and social responsibility--with emphasis on the core values of respect, responsibility, honesty and caring. Employees describe working at the Y as family-friendly, supportive, welcoming, team atmosphere, fast-paced, and meaningful. The Y offers more than just a job; it offers a cause to embrace. We are conveniently located within blocks of Downtown Stevens Point and UW-Stevens Point.

HOW TO APPLY

A fully completed Stevens Point Area YMCA Employment Application is required, along with a resume and cover letter. Applications are available at the Member Service desk or online at www.spymca.org, JOBS tab.

INQUIRIES

Contact Uyvonne Schneider, Human Resources Assistant, at uschneider@spymca.org or 715-952-9367.

STEVENS POINT AREA YMCA

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