



# JOIN OUR TEAM!

## DEPARTMENT /POSITION

Admin/Marketing Assistant

## NUMBER OF OPENINGS

1 part-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, 20 hours per week, with occasional evening and weekend hours as needed for special events.

## WAGE

\$12.15 - \$14 per hour, depending on experience and qualifications.

## 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. Employees describe working at the Y as family-friendly, supportive, welcoming, fast-paced, and meaningful. The Y is more than just a job; we are a cause to embrace, designed to serve our community. We are conveniently located within blocks of downtown Stevens Point, UW-Stevens Point, and Mid-State Technical College.

## 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](http://www.spymca.org), JOBS tab.

## INQUIRIES

Contact Kelly Caughlan, Marketing & Fundraising Director, at [kcaughlan@spymca.org](mailto:kcaughlan@spymca.org) or 715-952-9355.

## STEVENS POINT AREA YMCA

1000 Division Street, Stevens Point WI 54481

P 715 342 2980 F 715 342 2987 [www.spymca.org](http://www.spymca.org)