



WORK AT THE Y

Marketing Assistant

\$12.45–15.50/hour

PART-TIME



Perform tasks related to marketing and graphic design for various departments. Duties include special event planning, advertising, and graphic design. This position requires excellent oral and written communication skills, the ability to perform work with limited supervision, and high levels of accuracy. Typical schedule for this position is Monday–Friday, 20–29 hours per week, with occasional evening and weekend hours as needed for special events.

Qualifications:

- Full operational understanding of Microsoft Office products.
- Knowledge of Adobe Acrobat, Adobe Creative Suite, Canva, and Drupal preferred.
- Solid knowledge of social media platforms.
- Ability to operate office equipment, write reports, business correspondence and marketing materials.
- 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 preferred.
- CPR/AED/First Aid certification within 60 days of hire.

HOW TO APPLY:

A fully completed Stevens Point Area YMCA Employment Application is required. Applications are available at the Member Services desk or online at www.spymca.org/jobs.



The Stevens Point Area YMCA is an equal opportunity employer functioning under an Affirmative Action Plan.

FREE
Y Membership

Flexible
Schedule

Discounts on Y
programs and
Child Care

Internship
Credit/Work
Experience

Y Retirement
Savings Account

Supportive
Community

Inclusive Work
Environment