



## Center for Volunteer & Nonprofit Leadership Temporary Marketing Assistant

**Center for Volunteer & Nonprofit Leadership (CVNL)** is seeking a temporary part-time (up to 25 hours a week) Marketing Assistant reporting to the Chief Executive Officer (CEO).

Serving the Bay Area for over 50 years, CVNL knows that passion alone isn't enough when it comes to creating strong nonprofits. With a mission to advance nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community, CVNL works with aspiring and established leaders every day to help them build the skills and connections that can take their impact to the next level. [www.cvnl.org](http://www.cvnl.org)

### RESPONSIBILITIES

- Assist in the development and production of CVNL's communications products and services including: brochures and other print publications; web, e-mail newsletters, social media campaigns (Facebook, Twitter, LinkedIn) and marketing outreach
- Support press relationships to ensure coverage surrounding CVNL's programs, special events, public announcements, and other projects
- Oversee online events calendar, website and community posts
- Manage internal online communications calendar
- Support all events and program areas with collateral and materials
- Assist with website integrations, server/host maintenance, updates, and backups
- Assure all social and online media channels are relevant and updated consistently
- Maintain marketing communications records

### QUALIFICATIONS

- Bachelor's degree in journalism, communications, or related field preferred
- Successful writing and editing experience (externally focused) with a variety of print and online communications media
- Creative and thoughtful about how new media technologies can be utilized for maximum affect
- Experience in planning, writing, editing, graphic design and production of newsletters, press releases, marketing literature, and other print publications
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management and staff
- Strong skills using communications software including: Microsoft Office (Powerpoint, Excel, Word), Adobe Creative Cloud (InDesign, Photoshop, Illustrator), and WordPress
- Knowledge and experience of social media platforms, promotions and engagement methods
- Experience with Google platforms/programs, including Grants, AdWords, Docs, Analytics preferred

### To be considered as an applicant:

Email resume and cover letter to: [ljacobs@cvnl.org](mailto:ljacobs@cvnl.org). Include in the subject: "CVNL Marketing Assistant"

No phone calls please

*CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. CVNL policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.*

Submission of your application is not an offer of employment or an employment contract.