

Name of Position: Marketing Specialist/Assistant

8- hrs per week
\$10.00 per hour

Supervisor: Kristin Sampson

Department: College Relations

Job Description: This role supports the Marketing and Public Relations office by managing project requests and producing content for press, social media, advertising, and the EWC website.

Responsibilities include producing and editing publications such as brochures and catalogs, maintaining archives of media coverage, and assisting with event planning, mailings, and outreach to prospective students.

Specific Job Skills/Experience Required:

- Strong oral, written, and presentation skills
- Exceptional attention to detail and professionalism
- Proficiency in, or willingness to learn: graphic design, photography, videography
- Proficiency in Word, Adobe Creative Suite, and WordPress is essential
- Candidates must demonstrate strong organizational abilities, the capacity to work both independently and collaboratively, and the flexibility to support occasional evening and weekend events.
- Complete FAFSA