



206 Saskatchewan Ave E
Portage la Prairie, MB R1N 0K9
Phone: 204-856-1971
info@cfpdi.ca | www.cfpdi.ca

MARKETING ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION

POSITION SUMMARY:

The Marketing Administrative Assistant reports directly to the Executive Director and in accordance with the objectives and policies of the Board administers the marketing and communication strategies of the Foundation and coordinates the day to day administration of the office. This is a part time position consisting of approximately 20-25 hours a week.

KNOWLEDGE AND SKILLS

- Experience in Marketing and Communications including digital medias
- Experience creating content for marketing strategies
- Strong computer skills including MS Office Programs
- Strong administrative and communication skills.
- Highly organized and ability to prioritize multiple tasks and projects.
- Ability to work with minimal supervision.
- A good team player
- Good interpersonal skills to deal with volunteers and the community.

MARKETING DUTIES:

- Promote, create content & maintain all Foundation social media accounts
- Promote, create content, monitor & maintain Foundation Website
- Promote & enhance community awareness of the Foundation
- Assist with Special Event Planning
- Perform all Donor Stewardship tasks as related to the Donor Recognition policy
- Assist in producing the annual report and other marketing material as required
- Maintain all promotional material, including stationary, brochures and donation forms
- Organize media releases including donation & fund presentations

ADMINISTRATIVE DUTIES:

- Receptionist duties including answering phones & greeting the general public
- Maintain filing systems including grant & bursary files
- Assist with all correspondence with donors, grant applicants, and general public
- Provide assistance to Donors as required including
- Assist with input and management of all donor information
- Assist in maintaining a well ordered office space including supplies & office cleaning.

There may be from time to time, other responsibilities assigned by the Executive Director or Chair.