

Work Study Job Description

Job Title	Marketing/Communication Assistant
Organization Name	The Greater Tacoma Community Foundation
Job Location	Downtown Tacoma
Address	950 Pacific Avenue Ste 1100 Tacoma WA 98402
Pay Rate	\$10 - \$10
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Hayli Walker
Phone Number	253-383-5622
Email Address	Hayli@gpcf.org
Website	https://www.gpcf.org

Nature of Organization

The Greater Tacoma Community Foundation is your community foundation, committed to building a vibrant, compassionate and engaged Pierce County. We work with individuals, nonprofits, businesses and community partners to promote effective philanthropy and connect people who care with causes that matter.

Duties and Responsibilities

Managing social media, in partnership with Director.
Working with staff to create blog calendar. Draft and edit copy. Manage blog postings.
Assist with website maintenance.
Draft content for newsletter, press releases and articles.
Track press mentions.
Assist in various administrative tasks, as needed.

Minimum Qualifications

Excellent written and verbal communication skills
Experience in digital storytelling preferred
Social media experience preferred
Strong organizational skills, attention to detail
Creative, some graphic design experience helpful
Proficient in Microsoft Word, Power, Excell
AP Style knowledge

Educational Benefits

The Marketing/Communication Assistant will be a valuable member of the Community Foundation team. Educational benefits include having the opportunity to write, edit and publish a variety of communication pieces; gaining experience and insight into setting and implementing cause-related marketing/communication programs; and having the opportunity to work for and contribute to an organization committed to improving the Pierce County community.

How to Apply

Please e-mail cover letter and resume to Hayli@gpcf.org

Job Number: 70GTCTF01 | Category: Office & Administrative | Program: | Reimbursement Rate: 70%