



JOB OPENING ANNOUNCEMENT

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| JOB TITLE: | MARKETING ASSISTANT |
| DATE POSTED: | 12/8/2017 |
| DATE CLOSSES: | Until filled; End of business 12/31/2017 for first round consideration |
| DEPARTMENT: | Marketing |
| HOURS: | 32 - 40 hours per week; may include evenings/weekends |
| STATUS: | Regular, full-time time benefits eligible |
| STARTING WAGE: | Level 5/\$17.62-\$22.02/hr, entry, DOQ |

General Purpose: The Graphics and Marketing Assistant serves a representative of the Co-op brand is responsible for graphic layout and design work of the department. The Graphics and Marketing Assistant is one of two positions responsible for marketing, advertising and community relations work support and serves as a representative of The Food Co-op brand. This position contributes to team and store optimal operations by creating quality marketing materials to meet operational needs and contributing to the overall production of promotional materials, website enhancements, store signage and displays and the newsletter.

Essential/Specific Responsibilities:

Art, Graphics, Illustration, Web design and Updates

- Designs and develops the layout of the Newsletter as instructed.
- Generates designs for promotional materials and layout of publications.
- Maintains and updates website as directed.
- Assists with overall design work for the organization (including the Board) in alignment with the brand.

Marketing and Advertising

- Carries out outreach and marketing advertising and design projects across platforms including weekly advertisement fliers in alignment with The Food Co-op branding strategies.
- Keeps current on graphic design software applications and best practices.
- Facilitates major store events such as member appreciation days.
- Creates and implements branding standards guides in collaboration with the Marketing Manager.
- Creates and edits written content for advertising and marketing campaigns including the newsletter.
- Maintains positive relationships with media providers for advertising.

In –Store Signage

- Design The Food Co-op signage in alignment with branding strategies.
- Creates and maintains a cohesive store image in alignment with branding strategies.

Records Management

- Keep images up to date and creates new images to support the work of the department.
- Organizes and maintains marketing and design records.
- Documents marketing department procedures as assigned.

Other Duties

- Supports the Food Co-op education and outreach programs including donation programs.
- Maintains the Food Co-op Social Media and web-content in alignment with branding strategies as assigned.

- Provides administrative support for the Marketing Manager.

Minimum Requirements:

Education: Two years of education in a related field (such as communication, graphic design, media studies or English) or equivalent relevant experience.
Proficiency with graphic design and office software including InDesign, Photoshop, Illustrator, WordPress, and Microsoft office programs.
Valid Food Worker Card issued in WA, or acquire within 2 weeks of hire

Experience: Professional graphic design experience.
Excellent verbal and written communication skills, including, proofing, grammar and spelling

Skills &

Abilities: Superior attention to detail
Ability to provide superior customer service
Strong interpersonal skills.
Excellent organizational skills
Excellent proofing, grammar and spelling.
The ability to multi-task under tight deadlines.
Ability to work independently and collaboratively with others.

Physical Requirements:

- Ability to sit or stand for long periods of time, up to 8 hours.
- Ability to operate office equipment such as computer, phone, copier, stapler, calculator, etc.
- Ability to frequently walk, bend & reach.

Other Preferences: 3 – 5 years graphic design experience strongly preferred. Experience with marketing and branding strongly preferred. Proven track record of producing highly accurate information (i.e. accurate pricing & product information) strongly preferred. Retail business experience, grocery experience and/or whole, organic or natural foods experience preferred. Co-operative business model experience a plus. Ability to do basic fabrication/display tasks using hand-tools preferred. Ability to drive a motor vehicle preferred.

Application Procedure: Application, Resume and Cover Letter REQUIRED. Use the fillable PDF application from our website – please carefully follow directions posted there (www.foodcoop.coop), OR, pick up an application at the Member Services Desk of the Co-op. **Return completed application, resume and cover letter** to the Member Services Desk at the Co-op, OR email to hr@foodcoop.coop, OR mail application to: The Food Co-op, Human Resources Department, 414 Kearney Street, Port Townsend, WA. 98368 **Questions?** Contact Human Resources: Julie Donah at 360-385-2831, ext. 301, or Cara Leckenby at ext. 314.