**Job Title**: Marketing Associate

**Department/Group**: Marketing and Public Relations

**Level/Salary Range**: Hourly plus commission

**Travel Required**: Yes

**Position Type**: Hourly

**Reports To**: Director of Marketing

**Summary**: Plans, designs and implements advertising strategies in order to increase subsidiary revenue. Marketing Associates report to the Director of Supportive Services until a Director position has been established. Marketing Associates have priority for promotions.

**Role and Responsibilities**

* Contacts local and national agencies to schedule promotional advertising for subsidiary companies.
* Plans sales campaigns, special advertisement editions and events to increase revenue.
* Assists support personnel with copy-writing, layout and sales techniques.
* Performs public relations functions within the local community to enhance subsidiary public relations
* Increasing knowledge of programs and services
* Network with potential referral sources
* Connect with potential clients
* Represent designated company at outside events
* Meet with Directors in marketing meetings
* Adhere to professional standards as outlined by protocols, rules and regulations
* Other tasks as requested.

**Qualifications and Education Requirements**

* Knowledge of sales and promotion techniques, standards and trends.
* Marketing Associates must have at least a bachelor’s degree in business or marketing
* One year’s experience preferred
* Effective communication skills
* Excellent organizational
* Ability to work with all populations
* Problem solving skills and ability to multi-task
* Willingness to travel
* Ability to work with a team
* Education related to the field may substitute experience
* Experience in the field may substitute education