

Marketing Job Description

Description: The marketing position is a part- time in office administrative position. Details of responsibilities are below.

Qualifications: Must be sufficient in Microsoft Office and Google Drive.

Duties

- Regular posting on social media platforms
- Assist in event planning
- Attend events on behalf of CIH
- Community outreach
- Coordinate fundraising events
- Transportation
- Create marketing materials
- Cold calling
- Attend fundraising committee meetings