



POSITION DESCRIPTION

Job Title:	Marketing Assistant	Location:	Grand Junction
Department:	Marketing	FLSA Status:	Non-Exempt
Reports To:	Marketing Manager	Hours Per Week:	20+
Employee Name:		Travel Required:	Limited
		Wage Scale:	\$14.00 - \$23.33
Position Summary			
Under the direct supervision of the Marketing Manager communicate current events using various platforms and assist in public awareness events.			
Ariel Clinical Services Mission			
To provide safe, nurturing, and supportive environments for our clients so that they may have the opportunities to develop their strengths, maximize their potentials and fully participate in society.			
Essential Duties and Responsibilities			
<ol style="list-style-type: none"> 1. Create and manage social media platforms that appeal to a wide variety of subscribers. 2. Collect, study and present statistics to the Marketing Manager. 3. Assist Marketing Manager with community events and recruitment. 4. Assist in Ariel events. 5. Provide administrative support as requested. 6. Active participation in team meetings to collect data on Ariel’s current events in order to dissemination to public. 			
Additional Duties and Responsibilities			
<ol style="list-style-type: none"> 1. Must work closely with other Ariel Programs and offices. 2. Performs other duties as assigned. 			
Required Knowledge, Skills, and Abilities			
<ol style="list-style-type: none"> 1. The ability to read, speak and write in English. 2. The ability to communicate verbally and in written format in both individual and group settings. 3. Ability to be flexible, and able to change direction rapidly. 4. Ability to work independently, prioritize workload, complete a wide variety of tasks in a timely and accurate fashion and direct others, as needed. 5. Computer knowledge including Microsoft Office Word, Excel, Publisher, and video editing. 6. Social Media knowledge to include various platforms. 7. Must be available outside of traditional office hours including nights, weekends, and holidays as necessary to perform the functions of the position. 			

Education and Experience

Required:

- High school diploma and some formal business education.

Preferred:

- Experience in managing organizational social media platforms (not for personal use).
- Related certification or educational degree in marketing, social media, or public relations.

Certifications/Licenses/Competencies

1. Experience in management social media platforms, not their own.
2. Certification and/or education in marketing, social media and / or public relations.

Supervisory Responsibilities

None

Physical Demands

1. This position requires that the incumbent be capable of bending, sitting, stretching, and/or reaching regularly for periods up to 2 hours without a break.
2. This position requires that the incumbent have adequate hand and finger dexterity to properly perform the functions of the position.
3. This position requires lifting regularly up to 10 pounds and occasionally up to 40 pounds.
4. This position requires the ability to hear and see. Adaptive devices are acceptable.
5. This position will require daily driving of up to 1 hour per day and occasionally up to 8 hours per day.

Work Environment

1. Exposure to typical climate-controlled office environment when in the office.
2. Exposure to all climates and weather conditions while working in the field.
3. Exposure to bloodborne pathogens and infectious disease is possible but limited.
4. Exposure to hazardous chemicals is possible but limited.

Required Background Checks & Documentation

1. Central Registry for Child Abuse
2. Colorado Fingerprint Check
3. FBI Fingerprint Check – if resident of Colorado for less than 25 months.
4. Acceptable, valid Drivers License and Motor Vehicle Record.
5. Reference checks
6. Office of Inspector General
7. I-9 documentation
8. Reliable Automobile with adequate, valid auto insurance.

Position Description Approval			
Reviewed By:	Kathy McCoy, Marketing Manager	Date:	4/21/2022
Approved By:	Rebecca Hobart, CEO	Date:	
Last Updated By:	Lisa Martin, Human Resource Manager	Date:	4/21/2022
Employee Acknowledgement:			
<p>I understand that this description is not intended to be all-inclusive. Employees may perform other related or assigned duties as required to meet the ongoing needs of the organization. Other functions may be assigned, and management retains the right to add or change the duties at any time.</p> <p>I have received a copy of this position description for my own records.</p>			
Employee Signature:			
Printed Name:		Date:	