Core Responsibilities

- Coordinate the WHC marketing, outreach and communication programs, including:
  - Design and produce print newsletters, monthly/weekly electronic announcements, invitations and other materials;
  - Update and produce printed materials as needed;
  - Distribute and update web-based event calendars;
  - Develop, monitor and maintain relationships with media outlets, contacts and promotional partners;
  - Write and distribute press releases for events and news from WHC;
  - Market Willamette Heritage Center through website, social media, and email;
  - Seek opportunities for outreach;
  - Coordinate and participate in outreach activities;
  - Work with the Executive Director to produce fundraising collateral;
  - Design advertisements for various print publications;
  - Track marketing success and report progress.

- Other duties as assigned.

Required Skills, Abilities and Experience

- Commitment to the mission of Willamette Heritage Center
- One year of professional marketing experience and/or bachelor’s degree in Marketing, Communications, or similar field
- Proficiency in graphic design and publishing
- Website management experience and work with social media outlets preferred
- Software competencies: Microsoft Office, Adobe CS and WordPress or similar programs
- Excellent written and verbal communication skills
- Ability to manage multiple projects and tasks in an efficient and organized manner
- Work evenings and weekends as required for events

Physical Requirements

- Lift/carry up to 25 lbs.
- Climb stairs and step-ladder
- Walk or stand for long periods of time

Employment Terms

- Report directly to Executive Director
- Must pass a criminal background check
- Schedule: Part-time, 20 hours/week, regular schedule TBD, occasional weekends and holidays