

Marketing Assistant

TIME: Full-Time Year Round starting January 2019

SALARY: Hourly Paid

CATEGORY: Marketing/Operations

REPORTS TO: President and Executive Director

DESCRIPTION:

CAMP-of-the-WOODS is a Christian Family Resort and Conference Center hosting over 17,000 guests / year and has experienced significant growth over the last 5 years. We are currently seeking a marketing assistant to join our team. The marketing assistant provides support and aid in promoting and positioning CAMP-of-the-WOODS by utilizing a variety of mediums and methods including video, printed material, social media, web presence, photography and direct marketing (print and e-mail). A key requirement of this full time staff position is to disciple our summer staff, which requires a strong personal relationship with Jesus Christ.

The ideal candidate should possess the following skills and attributes / be responsible for various aspects:

- Candidate must demonstrate good Christian conduct and moral character and be a team player
- Be motivated with a sense of ownership for projects
- Flexible to produce projects with little lead time
- The ability to prioritize and multitask; often working on several projects at once
- Demonstrate creativity with new methods of reaching target audience(s)
- Demonstrate strong video shooting and editing skills
- Demonstrate experience with graphic design & photography
- Know how to leverage various Social Media tools (e.g. Facebook, Twitter, Google Analytics, etc.)
- Production of brochures, flyers & posters as needed (i.e. fundraising, capital projects, staff recruiting, missionary, advertisements, etc.)
- Design seasonal Constant Contacts (email marketing)
- Design advertisements, menus, activity schedules, etc.
- Managing the various aspects of the digital display boards
- Maintaining and editing Camp's website
- Video and photography of Camp throughout the year
- Knowledgeable use of DSLR Camera
- Summer season responsibilities:
 - Operating projections for chapel, concerts and various other events
 - Videography / Photography of speakers, weekly events, and guests
 - Production of "weekly summer video"
 - Oversight of summer assistant
- Thorough understanding and experience with several software programs preferred:
 - Adobe Photoshop CC
 - Adobe Illustrator CC
 - Adobe InDesign CC
 - Adobe Premier
 - MediaShout
 - Microsoft Office (Word, PowerPoint, Excel)
- Able and willing to assist in various operational roles as required throughout the year

To apply, please send a PDF of your resume and cover letter with the title you are applying for and your last name saved in the document to: staff@camp-of-the-woods.org