POSITION NUMBER: OC00004

JOB TITLE: Marketing Assistant IV

DEPARTMENT: Houston Habitat for Humanity
13350 Jones Rd.
Houston, TX 77070

PAY: $15.00 per/hr.

CAMPUS: Off-campus work-study program
LSC – University Park

HOURS: up to 20 hrs. per/wk.

POSITION SUMMARY

Houston Habitat for Humanity builds affordable energy-efficient homes and through its neighborhood revitalization initiatives, repairs existing older homes for low income families. LSCS is proud to partner with Houston Habitat for Humanity to offer our students an opportunity to participate in helping others. The nonprofit organization has positions available and training is offered. Job duties to include: providing staff support, general office duties, and working with multimedia projects. Event planning experience, strategic planning and volunteer management skills, and experience building community partnerships is preferred but not required. May interact with a high volume of customers. Will work with and assist diverse groups.

PRIMARY RESPONSIBILITIES

1. Copying
2. Faxing
3. Provide general information related to the department
4. Event preparation and support for special events
5. Collect and record data
6. Maintain knowledge of multiple programs
7. Assist in creating print and digital media, photography, social media content
8. Research, develop, and maintain lists of potential donors and volunteer groups
9. Assist with maintaining partnerships with volunteers, churches, individuals, businesses, and the community
10. Assist in developing and strengthening relationships between Habitat for Humanity and community stakeholders
11. Gain experience in implementing a social media strategy

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- Previous experience working with diverse populations

KNOWLEDGE SKILLS AND ABILITIES

- Customer service
- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
• Ability to sort, merge, and complete mass mailings
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

• Pushing or pulling carts or other such objects
• Lift objects weighing up to 20 lbs.
• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing