

Classification: Full-time, 12 month

Reports to: Director of Marketing and Enrollment and Director of Advancement

Compensation: Salary

Marketing & Advancement Assistant

The Marketing & Advancement Assistant provides administrative, creative, and organizational support to the Director of Marketing & Enrollment and the Director of Advancement. This position plays a key role in advancing ECCSS's mission through marketing, communications, fundraising support, event coordination, and donor relations. The ideal candidate is highly organized, creative, technologically proficient, and possesses exceptional attention to detail while maintaining confidentiality and professionalism.

Marketing & Communications

- Assist with the creation of marketing materials.
- Help manage and update website content and digital communications.
- Assist in creating and scheduling social media content.
- Take and organize photographs and videos for promotional use.
- Assist with community outreach initiatives.

Advancement & Development

- Support fundraising events, donor campaigns, and special projects.
- Maintain accurate donor and alumni databases.
- Prepare donor acknowledgments, correspondence, and reports.
- Help coordinate alumni communications and engagement efforts.

Administrative Support

- Provide administrative support to both directors.
- Maintain organized digital and physical filing systems.
- Perform other duties as assigned.

Qualifications

- Associate's or Bachelor's degree in Marketing, Communications, Business, Public Relations, or related field preferred.
- Experience working in a school, nonprofit, or mission-driven organization is a plus.

Knowledge, Skills & Abilities

- Excellent written and verbal communication skills.
- Ability to learn new software and technology quickly.
- Exceptional attention to detail and organizational skills.
- Professional demeanor with excellent interpersonal skills.
- Flexible and willing to assist with evening or weekend events.