



GRAHAM COUNTY

CHAMBER OF COMMERCE

Position Opening Notice

Marketing Assistant (Full-time / 40 hours per week; some weekends and events)

Organization Information	The mission of the Graham County Chamber of Commerce is to advance the quality of life for everyone in The Gila Valley through connection, leadership, and tourism by recruiting and supporting an exemplary, professional, and ethical team.
Required Qualifications	<ul style="list-style-type: none"> • Experience in Marketing Strategy; media scheduling; writing press releases; social media management; brand management; content creation; event planning; event marketing; radio ad script writing; radio strategy; print strategy • Excellent communication skills • Excellent time management skills • Excellent customer service skills
Preferred Qualifications	<ul style="list-style-type: none"> • Experience with canva, facebook, instagram, youtube, twitter, yelp, travel advisor, tiktok, and website development.
Responsibilities	<ul style="list-style-type: none"> • Work with the executive director to create and execute a marketing plan, develop an annual marketing budget, and report to stakeholders. • Manage Media Relationships • Social Media Management • Content Creator • Photographer • Attend regular staff meetings • Engage with Chamber members • Participate in event planning and execution • Perform other duties as assigned
Application Information	<p>Applicants should fill out the online application, personality test results, upload a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, and upload a resume at the following link:</p> <p>Graham County Chamber of Commerce Job Application</p>
Closing Date	Open until filled. Review of applicants will begin immediately and continue until the position is filled.
Compensation	\$15.00/Hour; Tuition Reimbursement Benefit (3 Credits per term)
Questions	Vance Bryce, vance@graham-chamber.com , 928-792-8661