

Marketing Associate

Join Habitat for Humanity of San Antonio to help us get our great message out! We are in search of a self-motivated, creative and talented Marketing Associate. Skills and qualities needed are:

- Graphic design & layout
- Event coordination
- Writing & editing articles
- Photo taking & Photoshop editing
- Use of video production software
- Public speaking
- Speech writing
- Self proof-reader
- Proficient w/ Microsoft Office
- Out-going, good w/people
- Ever-present eye toward quality control
- Organized
- Detail oriented & accurate work
- Problem solver
- Independent worker, but team oriented
- Excellent at follow-through
- Flexible & adaptable
- Can-do attitude
- Able to establish own priorities
- Good under pressure
- Able to take a concept & run with it
- Appreciates constructive criticism
- All around great work ethic

As immediate assistant to the Vice President of Development and Communications, this is an important position with room to grow. The important duties are:

- Coordinate our periodic newsletter, including assisting with choosing theme, drafting articles, editing content, selecting pictures, working on layout, etc. through publication and distribution.
- Maintain our website by keeping the content up to date and helping ensure it stays relevant and interesting. Respond to inquiries from the public submitted through our website or forward them to the appropriate party.
- Take the lead in developing and overseeing our social media outreach.
- Assist with coordinating our numerous community and media relation activities.
- Coordinate many internal and external special events.
- Design and produce flyers, invitations, brochures, fiesta medals, and various other marketing materials. Assist with design and productions of promotional videos.
- Coordinate all logo merchandise activities including picking options for selection, then ordering, and quality control.
- Take photos and crop and edit them for use in marketing materials. Keep our on-line photo files organized with good photos easy to locate and ready to use.
- Assist with various grants and in general support the goals of the team and organization.

- Represent agency at various Chambers of Commerce and other associations and community group meetings and mixers.

This is a Monday-Friday, full-time position with decent pay and great benefits! Occasional evening and weekend work for pre-scheduled special events. Must be a non-smoker. EOE.

To apply: Please send cover letter explaining your qualifications for the position, your salary history and your resume to --

- By email with Attn: SCW in the subject line to jobs@HabitatSA.org, OR
- By fax to (210) 223-5536, OR
- By mail to Habitat's administrative office to Attn: SCW, 311 Probandt, San Antonio, TX 78204

No phone calls please.

This position will remain open until filled. It is a key position, so filling it will be a priority. Please apply promptly!