

## **QUALIFICATIONS AND SKILLS:**

- Relevant bachelor's degree, two years experience working with a non-profit or two years relevant work experience
- Technical acumen and strong familiarity with marketing/communications principles; background in writing, communications or marketing preferred
- Strong organizational and time management skills in order to prioritize multiple tasks simultaneously
- Ability to work independently and as part of a team
- Proficient in graphic design skills, including Adobe Creative Suite, Canva, etc.
- Experience working with WordPress and Constant Contact/Mailchimp
- Be able to learn our databases and complete adoption paperwork
- Handle cash and process credit card transactions

## **EXPECTATIONS:**

- Ambitious Teamwork – quick learner who thrives in a fast-paced, team-oriented environment, ready to take initiative.
- Adaptability – flexible and able to pivot rapidly, manipulate and adjust strategies as needed. Things change quickly in this environment!
- Communication Skills – sharp and natural communicator with a passionate marketing mind
- Focus – detail-orientated while maintaining the ability to keep an eye on the big picture. Exceptional organizational, time management and customer service abilities
- Attitude – ability to remain positive and passionate in a high intensity work environment. Excited to be part of a high-powered, fast moving, tight knit team.
- Creativity – as marketing/social media platforms continue to evolve, strive to be “out-of-the-box” thinker, keeping SNIPSA's digital/social media content at the forefront of technology
- Multitasker – Ability to wear multiple hats - in addition to primary job responsibilities, must be able to jump in to help team members when needed
- Love of animals that helps keep the mission close to heart

## **PHYSICAL JOB REQUIREMENTS:**

- Must be able to stand for extended periods of time
- Must be able to lift up to 40 pounds
- Must be willing to get a little “dirty” given the nature of the job

## **TIME COMMITMENT:**

- Hours would be 30-35 per week with the potential to evolve into a full-time position given job performance and needs of SNIPSA
- May be required to work outside of typical 9-6 office hours depending on events, etc.

**PLEASE SUBMIT COVER LETTER WITH RESUME. RESUMES WILL NOT BE CONSIDERED WITHOUT A COVER LETTER.**

**SALARY AND BENEFITS COMMISERATE WITH EXPERIENCE**

**Ensure you meet qualifications before applying for position. Potentially rewarding job, aka, passion.**