Organization: Savage River Lodge (http://www.savageriverlodge.com/)

Job Title: Marketing Assistant

Site Supervisor: Emily Newman-Edwards

Job Description: Excellent leadership opportunity for a motivated student who can offer support for Savage River Lodge in Garrett County. A competitive interview selection process will be used, so please review our program websites and send an e-mail of interest or set up a meeting to discuss 1) an explanation of how you match the following qualifications; 2) your schedule of commitments (including other jobs, group involvement, or sports activities); and 3) an updated resume. Opportunity for advancement.

Qualifications:

• Experienced with basic administrative tasks like filing, making copies, preparing mailings, completing basic reports, making appointments, and coordinating schedules

• Proficient with Microsoft Office; Adobe and Dreamweaver experience helpful

• Proficient in electronic communications and social media to send emails and update online statuses regularly

Tasks:

• Design and write marketing emails and press releases

• Draft or edit promotional materials or messages

• Design brochures and trade show displays

• Develop plan for promotional videos to be created and set up production project

• Assist with organizing recruiting events

• Create promotional content for a variety of social media platforms, including the company’s blog

• Develop and maintain a targeted media list

Hours to be worked per week: 8-10

Person to contact concerning position: Emily Newman-Edwards, emily@savageriverlodge.com or 301-689-3200

Office location: Savage River Lodge, Garrett County