



United Way of Greater Stark County is mobilizing the community to break the cycle of poverty!

We are a fast-paced, friendly, and adaptable workplace. Our staff are team-players with “can-do” attitudes. We value openness to change, humble-confidence and have a deep respect for human potential.

Does this sound like you? We encourage individuals from diverse backgrounds and abilities to apply. Join us in creating opportunities for everyone in our community to live their best life.

We are looking for a passionate Marketing Assistant to provide administrative and project support to the Marketing Team. A solid understanding of marketing strategies and functions is preferred. This is a part-time position (up to 29 hours per week) in the office, Monday through Friday, with occasional weekend hours for events as needed.

The ideal candidate will demonstrate a commitment to diversity and inclusion, have a holistic view of tasks, and possess excellent written, verbal, and presentation skills.

### ESSENTIAL FUNCTIONS

- Assist with marketing and communications tasks, including event coordination and social media support.
- Prepare PowerPoint presentations.
- Support general office administrative duties.
- Help with project management using Trello and Teams marketing portal.
- Provide design assistance using Canva.
- Assist with copywriting, letter writing, and marketing communications.
- Coordinate quarterly partner marketing meetings.
- Schedule and coordinate “Ang on the Go” videos and other video projects as needed.

### EDUCATION/EXPERIENCE

- High School Diploma or equivalent
- Associate’s degree preferred

### STARTING SALARY

- \$15 per Hour

**BENEFITS:**

Flexible schedule, paid holidays, workplace wellness.

Resumes should be submitted to [hr@uwstark.org](mailto:hr@uwstark.org) by March 28, 2025

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

