

**Job #0108 | Marketing Assistant | Flower Mound, TX**

The **Marketing Assistant** at Niagara Conservation will work collaboratively with our marketing team. This position is considered entry level, part-time, and is ideal for those new to the marketing field and/or recent college graduates (or in the process of their degree). This position will offer the candidate a comprehensive overview and exposure to basic marketing strategy, direct advertising, promotional techniques, communication / PR, visual merchandising, and market research / development.

**Job Responsibilities:**

- Assists in providing marketing services to internal departments and customers
- Assists in research and database management
- Assists in website maintenance and updates
- Compiles and distributes various reports, results, and measurements of department's marketing efforts
- Completes any assigned projects
- Creating and formatting layout of certain documents
- Manage multiple tasks and projects at once
- General departmental overflow assistance

**Qualifications** (min. educational and experience qualifications):

- BS Degree. Recent graduates in Marketing are ideal
- Dependable and detail oriented
- Ability to multi-task and meet deadlines
- Microsoft Office skills such as Excel, Word, PowerPoint preferred
- Excellent organization and communication skills
- Ability to work independently as well as work together in a team
- A go-getter attitude

**Key Competencies:**

- Customer Service Excellence
- Effective and Efficient Work Practices
- Team Involvement and Participation