

Salinas Valley Solid Waste Authority Invites
Applications for:

Marketing Coordinator

Internship Opening

Final Filing Date: September 1, 2017



COMPENSATION

Hourly Salary: \$ 12.350 - \$ 15.730 in eleven steps

This position is part time and temporary: 20 hours per week, not to exceed 1,000 hours.

THE POSITION

- Create and maintain web pages, data entry, search engine optimization, and project management.
- Write, proof, and edit marketing materials.
- Execute social media strategies, including Facebook, Twitter, Instagram, YouTube, and other social media platforms.
- Work with graphic design, photos & multimedia including photo and video editing, web banner and button design, and basic graphic design support for print materials.
- Provide general office support, including the coordination of conference sponsorships and marketing events; conducting research; and the preparation of various document and reports.
- Plan and execute print and media campaigns.
- Initiate media opportunities including on-air interviews and feature stories.
- Design, negotiate, and buy in local media.

MINIMUM QUALIFICATIONS

Demonstrate a high level of proficiency in MS Office Suite, Adobe InDesign, Photoshop, and Wordpress; impeccable written and verbal skills; excellent interpersonal skills, and a penchant for detail. The ability to set priorities, handle multiple projects simultaneously, and meet deadlines is required. College-level course work is required, preferably in marketing, communications, or a related field, and coursework in visual art and graphic design.

THE HIRING PROCESS

The SVSWA Application must be received in the Authority's office at 128 Sun Street, Suite 101, **by 5:00 p.m. on September 1, 2017**. All applications will be reviewed and rated based upon experience and/or training. The most qualified candidates will be invited to participate in an interview prior to final selection.

*The Salinas Valley Solid Waste Authority is an Equal Employment
Opportunity Employer*