

## Marketing Champion

### JOB REQUIREMENTS

- Creative idea generator
- Demonstrated copywriting skills & experience
- A solid grasp of graphics, what looks good, what doesn't
- Sound grasp of **social media**
- B.A. in Marketing, Communication or related field or the equivalent combination of education and experience strongly preferred
- Demonstrated experience developing creative solutions and managing successful projects to completion.
- Strong computer skills – Microsoft Office Suite, graphics programs (Adobe Photoshop Illustrator etc), **social media** platforms

### Account Manager, Public Relations

Key responsibilities and required skills include:

**Strategy and Tactics:** Work with senior members of the agency to develop creative and compelling solutions to a wide range of client challenges. This requires a knowledge of, and passion for, all communications disciplines including public relations, digital marketing, **social media**, advertising and consumer marketing.

#### Communications and Public Affairs Assistant Responsibilities

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**Project manager for department projects related to social media,** internal and external communications, government affairs, public and federal aid which involves creating project plans in order to meet

## **Director, Human Resources - Essential Education, Skills and Experience:**

- Bachelor's degree in Business or closely related field; Human Resources major preferred. MBA desirable.
- 8 years' experience in a multi-functional environment (sales, marketing, customer support, admin, etc.).
- HR Certification preferred (SPHR or PHR).
- Demonstrated knowledge of key principles and practices of HR including employee relations, recruitment and retention, performance management, salary/wage administration, benefits administration, learning and development, and communications.
- Detailed knowledge of Federal, State & Local employment laws/regulations.
- Good understanding of matrix organization and how it works.
- Strong interpersonal, communication skills and listening skills.
- Strong leadership skills; must be results/action-oriented and self-motivating.
- Demonstrated effectiveness in establishing and building relationships with all levels of an organization.
- Ability to exercise influence at all levels of an organization regarding actions taken to implement and/or enforce HR policies/procedures within the region.
- Solid presentation skills and ability to tailor delivery to production, professional and remote audiences.
- Strong organizational skills, including ability to prioritize and organize work effectively.
- Must be a self-starter with high energy, ability to work independently and within teams.
- **Proficient with** Microsoft Office (primarily Word, Excel and PowerPoint) programs, email, Internet, and **social media**.