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JOB OPENING ANNOUNCEMENT

Marketing and Events Coordinator - VISTA

Current Date:	1/17/17
Hiring Supervisor:	Joe Norwood, Marketing and events Manager
Number of Positions Open:	1
Date Position Begins:	3/13/17
Applications Accepted through:	3/13/17
Date of Interviews:	1/23/17-3/15/17
Days and Hours:	Monday-Friday, 9am-5pm
Location of Position:	Salt Lake City, Utah
Wage:	AmeriCorps VISTA Monthly Stipend and Education/End of Service Award

The YMCA of Northern Utah is seeking a Marketing and Events Coordinator through AmeriCorps VISTA who would be responsible for helping to build the capacity of the Y's outreach communications and fundraising efforts to increase the awareness and impact of YMCA's programs and services in Utah. The chosen applicant will learn and build on skills related to marketing, promotion, advertising and event planning while gaining valuable work experience.

AmeriCorps VISTA is a national program where community members have the opportunity to serve in local nonprofits for one year helping to eliminate poverty. In return for service, members receive a Monthly Stipend, Education/End of Service Award, and other benefits.

Position Requirements:

- College degree preferred, ideally a Bachelor's Degree in marketing, communications, graphic design, non-profit management or related field. Previous work experience not required, ideally 1-2 years of marketing, communications graphic design, event planning or fundraising experience, Non-profit and/or YMCA experience a plus.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Ability to handle multiple tasks simultaneously and to prioritize appropriately. Organized and manages time well.



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- Ability to use a computer in order to effectively perform job duties. Proficiency in Microsoft Office Suite. Knowledge of Adobe Creative Suite is a plus.
- Strong knowledge of Word, Excel, Adobe Creative Suite, Website Management a plus.
- Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Reliable and dependable.
- Spanish speaking and writing a plus.

General Skills & Abilities:

- Assist with creation and distribution of promotional materials including direct mail, email, social media, YMCA website and brochures for use in meetings, and outreach with a variety of audiences.
- Assist with PR activities including community calendars, print ads, press releases, and PSAs.
- Support the planning, production and administration of YMCA sponsored fundraising events.
- Prepare YMCA sponsored event materials, sponsorship packages, programs, signage, etc.
- Assist with event logistics and in managing on-site production with the event as necessary.
- Assist with event volunteer recruitment, outreach and management.
- Ability to use a computer in order to effectively perform job duties including word processing, graphic design, research, and budgeting.
- Strong knowledge of Word, Excel, Adobe Suite, Website Management a plus.

Other Information:

Service benefits include:

- Coordinator will engage in real world, practical application of development and marketing
- Coordinator may build a portfolio of marketing and event materials
- Coordinator may establish professional connections through event planning and outreach activities.

In 2015 The YMCA of Northern Utah became a VISTA sponsor to implement a Capacity-Building Project. The goal of this project is to strengthen and supplement efforts to eliminate and alleviate poverty and poverty-related problems in Utah. By serving as a VISTA, you'll gain new skills, friends, and experiences—plus you'll



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get the satisfaction that comes from helping others. During your service, you'll also receive a modest living allowance, health care, and other benefits. To learn more about the AmeriCorps VISTA program visit

<http://www.nationalservice.gov/programs/ameriCorps/ameriCorps-vista>

Application Process:

Interested candidates must complete a YMCA Employment Interest form which can be found on our website at <http://www.ymcautah.org/employment>.

Please complete and submit form online.

Also required is a current resume and letter of interest stating your skills and knowledge that would qualify you for this position.

Please e-mail all documents to Joe Norwood at jnorwood@ymcautah.org