



Licking/Knox Goodwill Industries, Inc.
65 S. 5th Street • PO Box 828
Newark, OH 43058-0828
Phone 740-345-9861 • Fax 740-345-3191

View all of our job openings & apply online at
www.goodwillnewark.com

POSITION: Marketing Assistant

JOB# 13244721

SITE: The Grove by the River • 840 Hollander St • Newark and Goodwill Administrative Office • 65 S. Fifth St • Newark, OH

DAYS/HOURS:

40 hours per week • Monday-Friday • Typically 8:00am-5:00pm • Evenings and weekends required • Must be flexible to meet business needs

DUTIES:

This position is responsible for assisting the Vice President of Communications with the oversight of all banquet service operations at The Grove by the River, and assisting with administrative duties, special events, and marketing tasks as assigned. Banquet service duties include but are not limited to the set up and breakdown of events. Maintain the cleanliness of the hall, restroom, kitchen and storage areas. Write rental contracts for banquet events, place food and beverage orders, and provide customer service during events. Assist with the acquisition and development of new business. Monitor budget and take actions to ensure compliance with established budget. Supervision of assigned staff to include training, staff meetings, performance evaluations, and recommend any corrective measures. Perform facility inspections as directed. Marketing duties will include but are not limited to update agency website and social media accounts. Analyze and create reports showing online marketing effectiveness. Increase agency social media presence. Assist with mission related programs as directed. Prepare & distribute sale flyers & other promotion materials as scheduled.

REQUIREMENTS:

High School Diploma or GED.

Must be 21 years old to serve alcohol.

Knowledge of banquet hall service operations.

Knowledge of bartending and liquor laws. ServSafe Certification. (May be obtained after employment)

Strong computer skills including experience with Microsoft Word, Excel, Outlook, etc.

Knowledge and experience with Adobe Creative Suite strongly preferred.

Must have a valid Ohio driver's license and be able to meet established driving standards.

Employer conducts pre-employment background check and drug test.

SKILLS/ABILITIES REQUIRED:

Ability to effectively communicate in writing & verbally, both in person & on the telephone.

Must have the proven ability to supervise 2-10 employees. Must be able to gather and compile information.

Ability to make independent decisions and recommendations. Must have good organizational and time management skills.

Must be familiar with basic photo editing software. Must be proficient in Microsoft Word, Excel, Outlook, Publisher, etc.

Must be able to operate cash register/cash box.

Must be able to bend, twist, stoop, squat & reach. Must be able to lift up to 35 lbs.

POSTING DATE: 05/01/15

APPLICATIONS ACCEPTED THROUGH: 05/08/15

HOW TO APPLY:

APPLY ONLINE! Complete Recruit Wizard for this position on our website at www.goodwillnewark.com Please be prepared to upload, paste or type your resume when prompted.

Applications may also be submitted by mail, fax or in person at the Administrative Building during regular office hours.

NO PHONE CALLS, PLEASE.

You will be contacted by Human Resources if your qualifications meet our specific needs.

Licking/Knox Goodwill Industries, Inc. participates in state and federal training and employment programs. All applicants must meet program eligibility standards as required by law.

Licking/Knox Goodwill Industries, Inc. is an Equal Employment Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability, sexual orientation, gender identity or any other status protected by federal, state, or local law.

EOE/AA/M/F/Vet/Disability