



Position Available Starting Sept. 1, 2018

Send resume, cover letter and portfolio samples to: Kim Jackson, pr@vermontadaptive.org

Job Title: Action Sports Media Assistant

Job Description: Support communications, partnerships and operations as they relate to the organization through increasing levels of excellent customer service, revenue and promoting program sustainability for Vermont Adaptive. Assist in the planning, development and implementation of the organization's marketing communications, sponsors and partnerships, support for events, and other areas of the organization as needed.

Reporting Responsibility: This position reports to the Director of Communications and the Director of Strategic Partnerships.

Positions reporting to this individual: None

Classification: ___ Full Time, Year Round ___ Full Time, Seasonal
X 3/4 Time, Year Round ___ Part Time, Seasonal

Hours/Benefits: 30 hours per week, may include some weekends and holidays and evenings. Some flexible hours.

Other Requirements:
Positive and professional attitude required at all times
Private means of transportation
Excellent organizational & communication skills
Competent computer knowledge in MS products, design and digital software
Strong graphic design and video portfolio, experience shooting and editing video content for social media
Attention to detail
Belief in mission and values at Vermont Adaptive

Work Locations: Pico Mountain. Travel to site locations statewide; home based – telecommute on occasion.

Overview of Duties, Responsibilities and Requirements:

Communications Support

- Assist in the production and trafficking of marketing materials including the brochures, and electronic communications including website, email marketing and social media.
- Assist and manage a proactive social media presence on Facebook, Twitter, Instagram, and YouTube. Develop a quarterly content plan for social media channels and execute with the communications/marketing director.
- Shoot, edit, and publish all short-form video content for Instagram, YouTube, Facebook, and LinkedIn platforms.
- Problem-solve and turn around assets for timely social media posts and other marketing needs.
- Capture live social media content (must be comfortable using app tools for Instagram, Twitter, and Facebook).
- Assist in researching what's appropriate/relevant in social media; implement best-practices for our various outlets (i.e. Instagram, Facebook, YouTube, Twitter).
- Organize and manage all internal art, video, and graphic design files.
- Write and edit content and upload photos/videos for Vermont Adaptive website.
- Write and edit press releases.
- Assist with mailings.

Special Events/Partnership & Sponsor Support

- Manage the silent auction for the Vermont Adaptive Charity Ride and other duties as they relate to the event
- Provide customer service and correspond with participants of the Vermont Adaptive Charity Ride
- May attend some meetings
- Assist in promotion and implementation of other fundraising and program events
- Execution of contractual Sponsorship deliverables
- Events Set up and Breakdown

Retail/Merchandise Support

- Maintain current inventory of retail and logo merchandise
- Re-order when necessary
- Provide suggestions for new products that could be sold
- Develop an online portal and process for selling merchandise online

Organizational Duties

- Manage collateral inventory, assist with copy as requested
- Manage retail or other in-house sales inventory
- Provide administrative and operations support to organization's staff members
- Support the actions of the strategic plan
- Support the work of the committees and work groups as designated by executive director
- Other duties and tasks as assigned.