MARKETING PROGRAM ASSISTANT
POSITION DESCRIPTION

POSITION SUMMARY
The Marketing Program Assistant supports the Maryland Clean Energy Center (MCEC) in the delivery of its mission. This position provides technical and administrative assistance to Directors, as well as other office personnel, and assists with communication, outreach, and event logistics. The position requires response to inquiries and calls from industry stakeholders and the public.

ESSENTIAL FUNCTIONS
- Provides administrative support for MCEC
- Assists with social media, website maintenance, surveys and digital communications
- Provides communication and program support including maintaining accurate subscriber database, contact database, and updating website content in an accurate and timely manner
- Supports event development, management and logistics
- Assists with project tracking and records program metrics
- Maintains organized filing systems
- Sends, collects, and distributes mail
- Answers phone, records and delivers accurate and timely messages
- Schedules meetings
- Schedules and manages Conference Room usage
- Assists in preparing accurate documents and reports in a timely manner
- Performs other work-related duties as assigned

OTHER RESPONSIBILITIES
May attend and participate in external meetings on behalf of MCEC as requested.

SUPERVISORY REQUIREMENTS
This position has no supervisory responsibilities.

EDUCATION & EXPERIENCE
Graduation from high school or GED plus two years of related professional experience, including data base management. Graphic design capability a plus.

KNOWLEDGE, SKILLS AND ABILITIES
- Must be able to pass standard physical exam for this job.
- Must be able to communicate effectively both orally and in writing, and possess accurate note-taking ability and listening skills.
- Computer literacy with spreadsheets, word processors, email correspondence and Internet searches.
- Demonstrated ability with Microsoft Office programs including Word, Excel, Outlook and Publisher.
- Must be able to organize and prioritize work while following oral and written instructions.

LICENSES, CERTIFICATIONS
Possession of a valid driver's license meeting the requirements of Maryland law.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is regularly required to talk, hear, and sit. The employee is also regularly required to use their hands. The employee may be required to walk, stand, climb, or lift/carry heavy items.

Specific vision abilities required by this job include close vision, distance vision, and the ability to focus.

WORK ENVIRONMENT
The Maryland Clean Energy Center's office is located in College Park, MD. The noise level in the work environment is usually quiet.

Qualified candidates should send resumes with cover letters, noting salary requirements, to Sabrina Bachman at sbachman@mdcleanenergy.org, by 5PM EST on Friday, December 20, 2019.