



# 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

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

## OTHER RESPONSIBILITIES

May attend and participate in external events and 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 and website management. Graphic design capability desired, with experience in Canva or InDesign preferred.

## KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to communicate effectively both orally and in writing, and possess accurate note-taking ability and listening skills.
- Strong writing and copy editing skills desired.
- Computer literacy with spreadsheets, word processors, email correspondence and Internet searches.
- Demonstrated ability with Microsoft Office programs including Word, Excel, Outlook and Publisher; and/or G Suite.
- Must be able to organize and prioritize work while following oral and written instructions.
- Must be reliable, flexible, and conscientious of performing to deadlines.

## 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 [info@mdcleanenergy.org](mailto:info@mdcleanenergy.org), by 5PM EST on Friday, June 3, 2022.**