

## **Explore Millburn-Short Hills**

### **Job Posting - Marketing Assistant**

Explore Millburn-Short Hills is seeking a part-time Marketing Assistant to work on marketing and event related projects.

Explore Millburn-Short Hills is the 501(c)3 non-profit organization that manages the Special Improvement District that includes businesses in Millburn and Short Hills. Explore's responsibility is to promote, grow, and support local businesses, property owners, residents, and visitors. The mission of the organization is to encourage the economic, cultural, and social vitality of Millburn-Short Hills through increased marketing and visibility, improved and renewed infrastructure, and local business development and engagement. For more Information, visit <https://exploremillburnshorthills.org/>

### **Job Description**

- Primary Responsibilities
  - Website Updates
  - Mailchimp Eblasts
  - Business Outreach for Events
  - One Social Post per Week
- Additional Work (as needed)
  - Event Set-Up, Staffing and Breakdown
  - Additional Work as Assigned by Management

### **Required Skills**

- Familiarity with Instagram and Facebook Content Creation
- Experience with Canva
- Experience with an Email Generation Platforms especially MailChimp
- Experience with Microsoft Word, Microsoft Excel, Google Drive and Google Sheets

### **Compensation and Job Details**

- Rate - \$20 per hour
- Hours - 8 - 12 hours per week depending on need
- Location - Primarily in person at Millburn Town Hall with possible remote work
- Additional
  - Applicants must have a valid drivers license
  - This is a contract position and does not offer benefits
  - This position reports directly to the Events Director

### **Responses**

- Send a cover letter and resume to [info@exploremillburnshorthills.org](mailto:info@exploremillburnshorthills.org) which also includes a potential start date

