

Development/Marketing Assistant

Holiday Lake 4-H Educational Center is looking for its next team members to help camp achieve its next level of excellence. If you are wanting to be a part of a team that makes a positive impact and has mission driven goals this may be the opportunity for you.

Holiday Lake 4-H Educational Center is an organization dedicated to child development, natural resource education, and creating memorable experiences for guests in a camp setting. HL4-HEC is located in the 20,000 acre Appomattox/Buckingham State Forest on the banks of tranquil Holiday Lake.

Development/Marketing Assistant

Starting at \$25,000

Overview

The Development/Marketing Assistant has primary responsibility for assisting the Development Director with daily needs in the planning and implementation of fundraising events, campaigns, grant writing. The DMA is also responsible for the vetting and implementation of all digital and printed marketing applications.

Qualifications

Education: Associates Degree in Marketing, Public Relations, or related field, or two Years of experience in a related field.

Experience: Experience in support of the operation of a professional office environment.
Experience with Microsoft Office applications (i.e. Excel, Word, Power Point).
Experience in Website management.
Knowledge base in social media management and marketing implementation.
High level of skill in verbal and written communication.
Ability to work cooperatively with coworkers and the general public.
Ability to perform duties in accordance with policies and requirements.

To Apply: Resumes will be accepted until: November 6, 2017.

Email resumes to: cwhawn@vt.edu

Or

Mail resumes to: Chris Hawn
Center Director
Holiday Lake 4-H Educational Center
1267 4-H Camp Road
Appomattox, VA 24522

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