



**Title:** Marketing and Communications Associate  
**Location:** Omak Office  
**Job Classification:** Full Time, Hourly (\$20-25/hr, Health Insurance, Vacation, Sick and Holiday, Retirement match)  
**Reports To:** Director of Communications and Marketing

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

The duties include, but are not limited to:

*75% Communications and Marketing Support*

- Primary contact for managing facility reservations for multiple sites in Omak and Wenatchee offices. Ensure all relevant information from users on set up, technology, contact information.
- Maintain and communicate key events, meetings, facility use on the Foundation's master calendar to staff and reminders to users.
- Primary responsibility to send timely reminders and materials to attendees for all committee meetings, board meetings and facility users.
- Support building and managing outreach opportunities in Omak.
- Assist in the development of meeting materials as requested by staff.
- Provide direct support for all aspects of meetings, events, and trainings logistics – registration management, participant reminders and material delivery, location coordination, catering, vendor contact and confirmation, technology planning.
- Onsite event support as needed for Foundation events.
- Maintain social media presence for the Foundation, including scheduling and posting content, replying to and answering inquiries, creating reels, stories and other content for social media in collaboration with Director of Communications and Marketing.
- Assist in writing, distributing, and monitoring media releases.
- Assist in the creation of media materials as needed – including quarterly donor impact, annual scholarship reports.
- Assist in managing and updating WordPress website as needed.

*25% Administration*

- Provide main reception in Omak office, greeting facility guests, exhibiting excellent customer service at all times.
- Provide primary support for all user groups. Ensure adequate set up, cleanliness and accurate contact information. Work with users to ensure an excellent experience!
- Maintain a functional, safe, clean, and efficient office environment.
- Ensure workroom and conference room equipment is in working order and fully stocked of supplies. (office, computer, cleaning, general refreshments). Communicating replacement items as needed to Wenatchee office for fulfillment.

Email cover letter and resume by March 15<sup>th</sup> to Jennifer Dolge at [jennifer@cfncw.org](mailto:jennifer@cfncw.org).