



Title **Administrative Communications & Marketing Coordinator**

Job Description The Administrative Communications and Marketing Coordinator is responsible for providing direct assistance to the DFI Executive Director. The ACMC will be responsible for general office management duties, marketing, media communications, social media maintenance, constant contacts, grant writing assistance, and preparing notices, reports, and minutes for committee meetings. This position will demand flexibility and the ability to take direction to complete emergent tasks.

Job Requirements * Strong written, verbal, and interpersonal skills
* Articulate, organized, and professional
* Able to work independently and as part of a team
* Must be able to lift up to 40 pounds
* Familiarity with forms of social media and communications
* Must be self-motivated and able to manage multiple projects
* Able to meet assigned deadlines and targets
* Will be required to work special events
* Must be available to work evenings, weekends, & holidays
* Computer functions and program execution required

Compensation \$15.00 per hour
10-15 hours per week average, year round position

Resumes with all relevant work experience and references should be forwarded to:

Downtown Fremont, Inc.
Attn: Kristie A. Bilger, Executive Director
315 Garrison Street
Fremont, OH 43420