



## Marketing Assistant, Temporary, Part-time Marketing Department

**Job Title:** Marketing Assistant  
**Department:** Marketing Department  
**Reports to:** Marketing Manager

**FLSA Status:** Temporary, Part Time, Hourly, Non-Exempt  
**Hours:** 20 hours per week  
**Pay Range:** \$18.00 to \$20.00 per hour

### About Miracles for Kids:

Miracles for Kids is a 501(c)(3) nonprofit organization serving families with critically-ill children receiving treatment at one an hospital. By operating programs that provide financial aid, basic needs, and wellness to patients and their families, Miracles for Kids creates stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids operates one office in Irvine, CA and a subsidized apartment complexes, Miracle Manor, in Orange and Anaheim, CA.

### Job Overview:

The Marketing Assistant is responsible for providing support to the Marketing Department with a primary focus on the marketing efforts of the entire organization. This position is a great opportunity to gain experience in organizing campaigns and developing marketing materials through the utilization of a variety of communication channels, including social media, website, mobile app and email marketing as well as design work to develop fliers, signage and other branded collateral. The position will support these efforts in addition to assisting with reporting, content writing, and a variety of departmental administrative tasks. The overall job consists of 50% graphic design support, 25% project coordination, and 25% administration.

### Job Duties:

- **Graphic Design** – Assist in the creation and implementation of a wide variety of graphic design projects
- **Website** – Assist with ongoing audit and updates of miraclesforkids.org and related event microsites to ensure content is current.
- **Social Media** – Help generate content, assist in maintaining ongoing editorial calendar, gather stats and reports, and provide support in the general management, monitoring and interaction of the Miracles for Kids brand within Facebook, Instagram, Twitter, and LinkedIn
- **Email Marketing** – Help maintain master email list and monitor email performance for reporting purposes
- **General Branding** – Assist in various brand projects such as maintaining press clippings, photography database, photobooks, etc
- **Event Support** – Attend key Miracles for Kids events to assist in capturing photos for marketing purposes

### This Job Is For You If You:

- Are organized, hardworking, detail-oriented, and willing to roll up your sleeves
- Are a deadline-driven, self-starter with an analytical mindset and problem-solving ability
- Can communicate effectively with your co-workers, external donors and volunteers
- Proficient in Microsoft Office (Word, Excel and PowerPoint), Adobe Creative Suite, and willing to gain experience in other systems used within the organization, including MailChimp, Survey Monkey, Word Press,
- Have an interest in marketing/communications and developing related skills
- Are seeking a position that provides professional growth while also giving back to an underserved segment of our community in great need

### Work Environment:

Temporary Part-time, 20 hours per week at the Irvine Miracles for Kids Office. This is a short-term, temporary position lasting three months.

### Interested? Apply Today!

- Please email your cover letter and resume to [info@miraclesforkids.org](mailto:info@miraclesforkids.org).
- In your cover letter please explain why this position appeals to you and indicate your hourly wage expectations.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.*