



## **JOB DESCRIPTION**

PART-TIME, TEMPORARY ASSIGNMENT

**POSITION: MARKETING ASSISTANT (Activity Specialist III)**

**WAGE: \$16.00 TO \$22.00 PER HOUR - Depending on Qualifications**

### **JOB DESCRIPTION**

The Marketing Assistant is a creative position that is responsible for assisting the Recreation Services Division inform and promote variety of programs and events.

### **EXAMPLES OF DUTIES** (This is a general description of duties and is not all-inclusive)

- Assist in developing and preparing a variety of promotional materials to publicize programs, events, and services (flyers, graphics, newsletters, emails, etc.)
- Assist with maintaining website content, ensuring accurate and current information is available
- Assist with publications, promotional materials, articles as requested
- Assist with a wide variety of administrative, registration, and marketing tasks/projects
- Answers the telephone and assists the general public and City staff, giving information on department and assigned program policies and procedures
- Assist with developing and maintaining spreadsheets
- Assist with registration and collecting fees for various programs and/or facilities
- Scan records, such as documents, files, large plans
- Set up and maintain project files or computer databases as required
- Assist with conducting surveys and performing routine research as requested; may assist with preparing related reports
- May work independently or in a team environment depending on project requirements
- Follow City policies and procedures
- Will be required variable hours including evenings and weekends
- Perform other duties as assigned
- Review questionnaires
- Organize and host presentations and customers & visitors

### **SUPERVISION EXERCISED AND RECEIVED**

General supervision is provided by the Recreation Supervisor

### **MINIMUM QUALIFICATIONS**

- Must be at least 18 years of age
- Relevant technical skill, education, experience or expertise
- Ability to establish and maintain productive relations and positive attitude toward others
- Excellent written and verbal skills
- Excellent organizational skills, be resourceful, flexible and able to work both alone or as a team member
- Use a computer, including word processing, spreadsheet, database, and desktop publishing applications. Experience with photography, photo/graphics and/or video editing software is a plus

(Adobe Creative Suite, iMovie, Canva, Google Docs, etc.)

### **REQUIREMENTS FOR EMPLOYMENT**

- Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality
- Must effectively communicate with adults and children from a variety of cultural backgrounds
- Willingness to comply with suspected child abuse reporting (11166.5 PC)
- Employees are required to be certified in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or supervisor approved equivalent. Employees must be certified within 30 days of hire date or prior to the first day of work, whichever occurs earlier.
- Fingerprinting and TB test are required
- Must submit verification of legal right to work in the United States as a condition of employment

### **SELECTION PROCESS**

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

### **APPLICATIONS MAY BE OBTAINED AT:**

City of Fremont  
Recreation Services Division  
3300 Capitol Avenue, Building B  
Fremont, CA 94538

Or [www.fremont.gov](http://www.fremont.gov)

**For further information regarding this position, please call (510) 494-4327**

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.  
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.