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**Job Description**

Job Title:  *Marketing & Sales Assistant*

Supervisor: *Director of Operations*

Appointment: *Part time, 15 - 20 hrs/wk (Additional hours required for occasional after-hours meetings, weekend events, etc.)*

Primary Job Responsibilities

* Manage ONB Science Store, including ordering, reporting, stocking and monitoring sales
* Drafting and editing copy for press releases, newsletters and print materials
* Assist with mailings and print productions
* Create content for social media
* Help create a social media strategy to promote Baby Explorers, Discoverers and Learning Labs
* Help facilitate annual membership drive.
* Update media contact lists
* Draft website copy
* Attending meetings
* Additional tasks as needed

Required Education & Experience

* Public Relations, Communications, Marketing, Journalism, Business, Management, or Textiles, Apparel, & Merchandising major
* Strong verbal and written communication skills
* Solid understanding of social media
* Proficient with Microsoft Excel and other Microsoft Office applications

Skills

* Must possess a warm, friendly, positive attitude with plenty of energy.
* Must enjoy working around children and adults of all ethnic and social backgrounds.
* Able to think on feet and adjust to unexpected occurrences in a timely and professional manner.
* Must conduct self in a professional and respectful manner around guests and staff.
* Must display patience and professionalism when working with youth, co-workers, and parents.

Work Environment

* Work is primarily performed in the office of the Terre Haute Children’s Museum
* Must be able to lift 50 pounds
* Occasional night and/or weekend hours will be necessary

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities and requirements.