



MARKETING & ADMINISTRATIVE ASSISTANT

20 Hours per Week
Non-exempt
Supervisor: Executive Officer

The Greater Iowa City Area Home Builders Association is a non-profit trade association representing the home building industry. Host to the popular Parade of Homes and the Home Show, the IC HBA has been supporting the area's housing industry by offering substantial resources to members and the public since 1960. Our mission is to build a better housing industry through promotion, advocacy, and education. We're dedicated to maintaining a thriving housing industry across Johnson County.

Job Description:

The Marketing & Administrative Assistant is responsible for member and public communications and to serve as support staff to the Executive Officer.

Specific duties will include:

- Writing press releases
- Monitoring and providing content for Social media accounts
- Creating the Builder News including ad sales, design & layout, printing & distribution.
- Assisting with special events such as: Home Show, Parade of Homes, Golf Outing, Holiday Party or any other events as assigned. This will include taking photos at events.
- Manages and maintains all aspects of association membership physical records and membership database.
- Processes new member applications
- Sorts incoming mail. Processes all outgoing mail and ensures it is either picked up or delivered to the post office.
- Processes all outgoing mail and ensures it is mailed daily.
- Keeps the reception area, common office area, Board room and kitchen organized, well supplied, clean and neat. Responsible for checking common bathroom in the building for supplies and needs.
- Maintains a list of all office supplies and notifies the Executive Officer when supplies are needed.
- Prepares material as directed by Executive Officer for meeting packets.
- Coordinates meeting arrangements per event specifications including room setup/tear down, food & beverage and attendee confirmations.
- Performs other duties as needed or directed by the Executive Officer.
- Seeking out funding sources for grant opportunities
- Grant writing
- Other duties as assigned

Minimum Qualifications:

- High School Diploma
- Excellent communication skills (both verbal & written), includes grant writing experience
- Excellent organizational skills
- Strong work ethic
- Demonstrated ability to build professional relationships
- Experience with Adobe InDesign & Photoshop
- Extensive experience with Microsoft Word, Excel, & Outlook
- Able to work a flexible schedule that includes occasional evening and weekends

Preferred Qualifications

- Associates Degree or Bachelors Degree in business, marketing, communications, or related field

Environment & Special Demands

- Majority of the job takes place in an office environment with primary work duties including sitting at a desk with occasional walking, standing, and lifting.
- Events will require prolonged standing and walking.
- Able to lift 50 pounds
- Must have a vehicle, or consistent access to a vehicle
- Must have a good driving record
- This position includes occasional travel throughout the Johnson County area and rarely may include travel outside of the service area.
- Occasional events may deem it necessary to work outside in extreme heat, cold, rainy, or snowy conditions.

Core Competencies:

These 12 core competencies are important for the success of this position. These are the key areas in which this position will be evaluated each year.

Teamwork	The ability and desire to work cooperatively with others on a team. The ability to demonstrate team leadership, interest, skill, and success in getting groups to learn to work together.
Flexibility & Achieving Change	Adapts to changing work environments, work priorities and organizational needs. Able to effectively deal with change and diverse people. Able to adapt to change and initiate change to improve the organization.
Planning & Implementation	The ability to think ahead to the overall plan, determine the details and steps needed to accomplish the plan, and implement the plan to accomplish organizational within deadline. Includes utilizing resources effectively & efficiently.
Thoroughness	Ensuring that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.
Influencing	The ability to gain others' support for ideas, proposals, projects, and solutions.
Building Collaborative Relationships	The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
Customer Focus	The ability to demonstrate concern for satisfying one's external and/or internal customers.
Problem Solving	The ability to gather information and use a logical, systematic, sequential approach to come up with a solution.
Communication	Expresses self effectively in both written & verbal communication. Listens actively.
Initiative	Identifying what needs to be done and doing it before being asked or before the situation requires it.
Innovation	The ability to develop, sponsor, or support the introduction of new and improved method, products, procedures, or technologies.
Gets Results	The ability to focus on the desired result of one's own or one's unit's work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.