



## Marketing Assistant

Central Seminary (cbts.edu) in Shawnee, Kansas is looking for a part-time Marketing Assistant to join our team. Reporting to the Director of Marketing, the individual who holds this role will be an important part of a busy department responsible for internal and external branding and communication for the institution.

### Responsibilities:

- Provide overall institutional marketing and communications support.
  - Responsible for managing Central Seminary social media channels.
    - Work with Director of Marketing to craft and implement an institutional social media strategy with engaging content.
    - Design and post original content on a regular schedule that promotes events, opportunities, academic programs and tells the story of Central Seminary and our constituents.
  - Assist with other projects that may include special event support, email communications, website updates, organizational or administrative.
- Provide marketing and communications support to the Director of Alumni Engagement and Lifelong Learning and the Director of Development. In cooperation with those directors, possible duties may include:
  - Website updates
  - Social media posting
  - Email support

### Qualifications:

- Interest in higher education, faith-based or non-profit marketing and communications.
- Experience in marketing, communications or social media highly preferred.
- Degree in marketing, communications or a related field preferred.
- Bilingual preferred (English and Korean)
- Familiarity with Central Seminary preferred but not required.

### Compensation and position details:

- Position is paid hourly.
- 10 hours per week, flexible start date, but preference given to candidates that are available to start as soon as possible.
- Preference given to candidates available on-site at least part of the required weekly hours.

### How to apply:

- Email cover letter and resume to [cdoty@cbts.edu](mailto:cdoty@cbts.edu). Review of applications to begin immediately.