

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP - FAIRGROUNDS MARKETING ASSISTANT

Spec No. 9177

BASIC FUNCTION

Temporary extra help to provide assistance to the Marketing and Programs section at the Snohomish County Fairgrounds Office. Performs a variety of clerical duties related to the twelve day Evergreen State Fair and year round events. Including, but not limited to, preparing and tracking sponsorship agreements and marketing materials, such as brochures, programs, posters, and media packets.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists the Fairgrounds Marketing Specialist with marketing duties as needed.
2. Processes sponsor worksheets and agreements by entering details into the database and preparing original documents for signing and mailing.
3. Assists with the tracking of worksheet and agreement details, filing of reports, management of database elements, data entry and general record keeping.
4. Assists with the development, implementation, and promotion of various marketing programs created by the Marketing Specialist.
5. Helps coordinate radio, tv and print media promotions by answering general questions from media sponsors as directed by the Marketing Specialist.
6. Assists with social media, website management and graphic design by posting content provided by the Marketing Specialist as needed.
7. Assists with the delivery and distribution of promotional materials, Fair programs and daily schedules.
8. Photo Archiving: Sorts, organizes, and scans photos and newspaper clippings for archival purposes.
9. General Clerical Duties: Assists with printing, copying, mailings, and office related duties.
10. May be required to make county deliveries to other county locations.
11. Performs related duties as required.

MINIMUM QUALIFICATIONS

Any equivalent combination of training and/or experience which provides the required knowledge and abilities.

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PREFERRED QUALIFICATIONS

Six months marketing experience preferred, plus knowledge of graphic design programs such as Adobe pro, Photoshop, and other similar programs.

SPECIAL REQUIREMENTS

Must have Washington State Driver's License.

KNOWLEDGE AND ABILITIES

- follow oral and written instructions
- perform repetitive tasks
- deal courteously and professionally with clients and the public
- basic arithmetic calculations
- Microsoft Office programs
- Use scanner, copier, and other related office equipment

SUPERVISION

Employees receive close supervision from a supervisor or Administration superior as assigned. Specific instructions are given for most assignments. Assignments are of a general nature and the work is reviewed through reports and outcomes.

WORKING CONDITIONS

Most work is performed in an office environment. Work performed may be evenings, weekends, and holidays. Positions may require standing/seating for long periods of time and some exposure to all weather conditions. Lifting up to 50 lbs is required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Established: October 2013
EEO Category: 6 – Administrative Support
Pay Range: 305 - Clerical Pay Plan
Worker's Comp – 5306 Non-Hazardous