



has an opportunity for a:

Marketing Assistant
Corporate Office (Laguna Hills)
Full-Time

Western Youth Services is a leading expert in children's mental health and wellness solutions. As a hub of children's mental health in Orange County, we've been providing services and programs for our community for over 50 years. Our passionate and dedicated staff deliver services and programs that prevent, treat and heal our kids and families and increase their ability to live full and productive lives. If this sounds like you, and you meet the qualifications for this position, please send us your resume.

The Marketing Assistant supports the Marketing and Development Department in implementing strategic initiatives and day-to-day activities.

Essential Duties and Responsibilities

Assist with:

- Assist and contribute towards advertising, sponsorships, special events, collateral development, project management, research, media relations, websites, and social media.
- Management of marketing content calendar across multiple platforms including Facebook, Instagram, and LinkedIn.
- Engagement for all social media accounts, including monitoring responses and posts, responding to inquiries and timeline activities, and reporting users as needed.
- Assist in creating compelling, original content to share across digital and web platforms.
- Providing digital support of annual events and fundraising activities.
- Point person for monitoring internal inboxes and working with the various program managers for coordinating collateral needs.
- Documenting new processes and procedures as well as updates to existing procedures.
- Supporting department needs, such as documenting meeting notes and backend contact management.
- Assist with the front desk coverage to ensure that our clients and community have a welcoming experience.

Minimum Qualifications

- 1-2 years of professional experience in the related area as an individual contributor, in a relevant position, preferably at a non-profit or cultural institution. Bachelor's Degree in Marketing, Business, or related field required.
- Computer proficiency and fluency, including Microsoft Office Slack, Asana, GSuite, Outlook, Active Campaign and Canva.
- Excellent writing, research, and communication skills.
- Strong organizational skills and the ability to manage multiple timelines.

- Ability to work efficiently and independently as well as effectively collaborate with multiple departments.
- Analytical skills necessary to effectively work through assigned tasks.
- Strong consumer-focused written and verbal communication skills and ability to align with multiple audiences and channels.
- Understanding of nonprofit organizations and their role in the community.

Salary: Hourly pay rate from \$20.20 Hourly rate to \$25.00 Hourly rate. The actual hourly rate may vary based on experience, equity, market, and Agency considerations.

Benefits: Comprehensive employee benefits package includes: Medical, Dental, Vision, Life Insurance, Long Term Disability and 403(b) Retirement Incentive & Savings Plan.

Western Youth Services' Mission: Advancing awareness, cultivating success, and strengthening communities through integrated mental health services for children, youth, and families.

Western Youth Services (WYS) is an Equal Opportunity Employer and seeks to recruit and retain a diverse workforce. WYS values and promotes a culture of inclusivity and belonging, one that embraces the contributions of richly diverse disciplines and perspectives of all employees and staff.