



## MARKETING ASSISTANT

**Announcement Date:** November 3, 2022

**Work Schedule:** Office Hours are 8:30am to 5:00pm (Specific Schedule is Negotiable)

**Position Status:** Non-Paid Volunteer Internship or Career Exploration Experience opportunity

**Start Date:** Flexible start date; Opportunity available twelve months of the year

### **Position Summary:**

The Marketing Assistant is an integral member of Pearl S. Buck International with direct responsibility for drafting/distributing press releases and follow up with media, researching media contacts and updating press list. Marketing Assistant will also monitor social media activities, research and write social media posts for Facebook, Instagram, and LinkedIn, as well as take photographs, search for and clip press mentions, among other tasks to support the Marketing and Development team.

### **Position Requirements:**

- High School Graduate pursuing Bachelor's Degree in Communication, Public Relations, Marketing or similar field
- Proven knowledge and understanding of social media platforms
- Must have strong communication and writing skills
- Must have the ability to interact effectively with all age levels and cultural backgrounds
- Must be service oriented and have the ability to organize and meet deadlines
- Must have valid driver's license and current automobile insurance coverage and the ability to travel within the community throughout the workday with full time access to an automobile
- Detail oriented, highly organized, self-starting, innovative, articulate, high energy, reliable, team player, & resourceful are desirable attributes

### **Benefits of Position:**

- Gain useful insights into non-profit marketing and relationship development/donor relations activities
- Acquire capacity to write press releases and manage media database / relations
- Increase skills in time management and ability to interface with multiple departments at one time
- Build your resume for future employers consideration
- Special invitation to PSBI Volunteer Appreciation Event

### **Organization Description:**

Pearl S. Buck International (PSBI) is a non-sectarian organization that provides development and humanitarian assistance. We are dedicated to expanding opportunities to explore and appreciate other cultures, build better lives for children around the globe and promoting the legacy of our founder by preserving and interpreting her National Historic Landmark home. PSBI was founded by Nobel and Pulitzer Prize winning author, humanitarian and activist, Pearl S. Buck.

PSBI will not discriminate against an employee, volunteer, intern or applicants for such positions because of race, disability, color, religious creed, ancestry, national origin, age, or sex. PSBI's home office is located on a quiet Bucks County estate, within the Welcome Center which accompanies the remarkable home that once belonged to Pearl S. Buck. Visit our website at [www.pearlsbuck.org](http://www.pearlsbuck.org) for more details.

**Resumes** should be **Faxed to (215) 249-9657**  
**Emailed to** [jreeder@pearlsbuck.org](mailto:jreeder@pearlsbuck.org) **or Mailed to** the above address