



## **POSITION DESCRIPTION**

**Position Title:** Marketing & Communications Assistant  
**Reports To:** Vice President of Marketing & Community Relations  
**FLSA/Payroll Status:** Non-Exempt; Full-Time; Hourly  
**Date:** January 2026

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## **ABOUT THE ERIE COMMUNITY FOUNDATION**

Founded in 1935, The Erie Community Foundation strengthens communities by responding to community needs and acting as a convener, collaborator and leader to deepen impact on regional progress. In fulfilling its mission to inspire, engage, and empower donors and communities across the region, the Foundation cultivates relationships with donors and people throughout the region. As steward for more than nine hundred endowments for individuals and organizations in Erie, Corry, North East, Union City, Pennsylvania and Findley Lake, NY, the Foundation strives to promote a united, vibrant and thriving region for all.

## **POSITION SUMMARY**

The Erie Community Foundation seeks a Marketing & Communications Assistant to play a pivotal role in vital administrative support of strategies that elevate the Foundation's visibility, strengthen donor and community engagement and advance the Foundation's mission, vision and strategic priorities. Reporting to the Vice President of Marketing & Community Relations, this position serves as a key support in managing day-to-day marketing functions, coordinating projects with internal teams and external marketing partners, and ensuring the Foundation's messaging, materials, and events reflect the highest standards of quality and professionalism while also retaining our brand. The ideal candidate will be detail-oriented, creative, and proactive; and someone who thrives and takes pride in brainstorming projects from concept to completion.

## **ESSENTIAL FUNCTIONS**

### **Administrative Processes**

- Coordinate timelines, tasks, and approvals for marketing and communications projects, ensuring deadlines are met, and materials are accurate and speak in the Foundation's branded voice.
- Assist in producing board presentation materials and power points.
- Manage inventory, ordering, and distribution of promotional and Foundation branded materials.
- Coordinate printing, production, and vendor relationships for reports, invitations, signage and event collateral.
- Maintain and update media and government contact lists; support relationship building with the press and community partners.

### **Event and Campaign Support**

- Assist in planning and executing major Foundation events, including the Annual Meeting, Erie Gives, and press conferences.
- Coordinate logistics such as décor, materials, vendor pieces, photography and presentation support and track RSVP's
- Work closely with the marketing firm and internal teams to prepare PowerPoint presentations, scripts, and visual pieces such as banners and signage.
- Provide on-site support for events and community gatherings to ensure smooth execution and positive experience for donors and partners.

### **Communications Support & Reporting**

- Assist with writing, proofreading, and editing copy for newsletters, reports, website updates, and social media content.
- Schedule and coordinate photography and videography sessions for e-newsletters and annual reports. Work with Monday.com.
- Audit websites and printed materials on a regular basis to ensure information is current and accurate. Work with the marketing agency partner to make needed edits.
- Maintain media tracking software (ex. Critical Mention) to monitor and report earned media coverage and to capture news clips for social media and donor cultivation.

## **SKILLS AND CAPABILITIES**

- Exceptional proofreading and verbal communication skills.
- Strong project management skills, with the ability to prioritize multiple projects and meet deadlines.
- Creative problem-solving abilities.
- Possess a high level of professionalism, integrity, trustworthiness and strong interpersonal skills when representing the Foundation in the community.
- Ability to work independently while contributing to a collaborative team.

- Outstanding organizational skills, attention to detail, accuracy, and follow-through.
- Proficiency in Microsoft Office Suite (PowerPoint, Excel, Word, Outlook).

## **EDUCATION AND EXPERIENCE QUALIFICATIONS**

- 1-3 years of experience in event coordination or administrative support.
- Experience managing multiple projects in a deadline-driven environment.
- Experience with tools such as Canva, Mailchimp, social media platforms, and website content management systems.

## **SALARY RANGE: \$36,000 - \$45,000**

*The Erie Community Foundation offers comprehensive and competitive compensation and benefits package.*

***Application Deadline is January 9, 2026. Resumes will be reviewed as they are received.***

*Interested and qualified candidates, please email a cover letter and resume to:*  
[resume@eriecommunityfoundation.org](mailto:resume@eriecommunityfoundation.org)