



Job Title: Marketing Specialist

Program Name: Marketing & Communications

Location: Whitewater office **Reports to:** Mitchell Lilly, Exec. Dir. of Marketing & Communications

Start Date: When filled **Type:** full-time, year-round (260 days)

Position Classification

Please check one: Agency Program Project Support

Starting Wage: Commensurate with experience

Brief Job Description: CESA 2 seeks an experienced professional to execute marketing strategies and event coordination assistance. Responsibilities include: social media management, digital and print content creation, photography, survey and customer experience management, preparing materials for events, and supporting other event/marketing efforts and administrative duties.

Qualifications:

Education/Experience: Bachelor’s Degree preferred. Experience with social media and marketing. Design skills are a plus.

Skills required: Strong technology skills (spreadsheets, word processing, web-based programs, social media, Adobe Creative Cloud, etc.). Strong organizational skills. Excellent oral and written communication skills. Strong interpersonal skills and the ability to work with a variety of people (Board, administration, coworkers, teachers, support staff, etc.). Effective public relations and customer service skills.

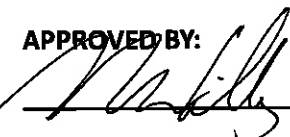
CESA 2 Background: CESA 2 is a governmental subdivision and participates in the Wisconsin Retirement System serving 74 school districts in south-central and south-eastern Wisconsin. Benefits for full-time employees include health insurance, dental insurance, life insurance, long-term disability insurance and paid sick days, vacation days and holidays.

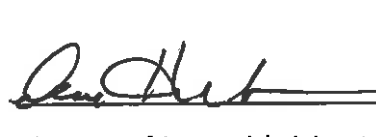
How to apply: Email resume and cover letter to Mitchell Lilly, mitchell.lilly@cesa2.org.

Application Deadline: When position is filled

Advertised in: Indeed, Big Shoes Midwest, Handshake, WECAN

CESA 2 is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces. In addition, harassment, retaliation, and unfair honesty testing are illegal under the law.

APPROVED BY:
 10/4/19
Signature of Program Director Date

 10/4/19
Signature of Agency Administrator Date