



Part-Time Marketing & Development Assistant

Reports To: Executive Director

Compensation: \$20-25 hourly based on skills and experience

Schedule: Approximately 12–20 hours per week (office-based)

Position Summary

The Belton Education Foundation (BEF) is seeking an organized, creative, and motivated person to serve as a **Part-Time Marketing & Development Assistant**. 12–20 hours per week.

- **12-20hours weekly depending on work load, must be performed in the BEF office.**
- **Mandatory availability:** First Tuesday of every month, **10:00 a.m.–2:00 p.m.**
- Occasional weekend hours for fundraising campaigns and events which will require evenings.
- **Required availability on Saturday, November 7 and April 5th for BEF's annual fundraising events.**

Primary Responsibilities

- Create and schedule content for multiple social media platforms.
- Assist with marketing campaigns, website updates, newsletters, and digital communications.
- Design flyers, graphics, and promotional materials using Canva, Google Suite, and Adobe.
- Assist the Executive Director with fundraising campaigns and event planning.
- Maintain donor and constituent records within the Foundation's database.
- Prepare mail merges, mass mailings, labels, and donor correspondence.
- Organize electronic and paper files.
- Assist with Foundation events, including setup, registration, photography, logistics, and follow-up.
- Perform other administrative and duties as assigned.

Qualifications Preferred

- Assistant Experience in Marketing, Communications, Business, Public Relations, Nonprofit Management, Recreation Management or a related field.
- Strong written, verbal, and organizational skills.
- Proficiency with Microsoft Word, Excel, PowerPoint, Google Workspace, and Canva.
- Experience with Microsoft Word Mail Merge and mass mailing.
- Proficient with Facebook, Instagram, TickToc, and LinkedIn.
- Ability and willingness to learn donor database software and scholarship/grant software..
- Ability to maintain confidentiality and manage multiple projects.

What You'll Gain

Practical experience in:

- Nonprofit marketing and communications
- Social media strategy and content creation
- Fundraising and donor stewardship
- Event planning and execution
- Database management and CRM systems
- Professional office and administrative skills

To Apply

Please submit your **resume and cover letter** as soon as possible. We're ready to hire as soon as we find the right candidate!

Kim Pimento

Executive Director
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