

# MARKETING SPECIALIST

**\$3,685 - \$4,245 - \$4,745 PER MONTH**

**JANUARY 15, 2010 AT 5:00 PM**

## **THE POSITION:**

Develops materials to promote the Agency's image and furthers established marketing goals by performing the following duties:

- Researches data, creates ideas, and writes Agency press releases; serves as back up media contact.
- Creates brochures, fliers, posters, maps, schedules; procures printing services.
- Oversees agency website and social media, working with outside vendors or contractors as needed.
- Administers the employee rideshare program, writing and producing promotional materials, purchasing prizes and maintenance of related database and rideshare survey results.
- Coordinates, designs and writes copy for employee, customer, and stakeholder newsletters.
- Represents the Agency at community, governmental or business meetings or expositions.
- Organizes or participates in special events sponsored by the Agency
- Assists in planning and supporting marketing strategies and objectives.

## **OTHER SKILLS AND ABILITIES**

Proficiency in desk-top publishing (Adobe software experience desirable) and photography skills. Web content and design experience desirable. Must be familiar with current business operating systems, software and programs. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

## **EDUCATION/EXPERIENCE:**

Bachelor's Degree (B.A.) from a four-year college or university in Marketing, Public relations, or a related field with three years of experience, or an equivalent combination of education and experience.

## **THE SELECTION PROCESS:**

This process may include a combination of a written examination, performance test, and an oral interview. The process will also consist of a pre-employment physical exam, which will include a drug screening and a background screening with a criminal history check. The most competitively qualified candidates will be invited to participate in the selection process.

## **TO APPLY:**

Applications can be obtained at our main facility located at 1700 W. 5<sup>th</sup> Street, San Bernardino, CA 92411 or visit our website at [www.omnitrans.org](http://www.omnitrans.org). The Application Deadline is Friday, January 15, 2010 at 5:00 pm.

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