



**Position:** Marketing Communications Assistant  
**Organization:** After School All-Stars  
**Location:** National Headquarters in Los Angeles, CA

#### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our goals for our All-Stars are: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming.

#### **A UNIQUE OPPORTUNITY:**

The Marketing Communications Assistant (MCA) role for the National Headquarters of After-School All-Stars reports to the VP. The MCA will support the team in the stewardship and execution of a content creation, website maintenance, deck creation and formatting, and support for both the national team and ASAS chapters.

#### **SPECIFIC RESPONSIBILITIES:**

- Creative copy writing for campaigns and email marketing
- Create post copy for social media
- Manage photo and video library
- Blog post writing and editing
- Manage updates to the blog and website in WordPress
- Draft professional written correspondence
- Draft and edit PowerPoint decks
- General Administrative Support: supporting ad hoc staff administrative tasks as needed
- Handle travel arrangements
- Logistical Event Support
- Still photography and photo edits
- Other duties as assigned

#### **WHO SHOULD APPLY?**

The MCA will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is preferred. The successful candidate will be extremely organized and detail oriented, have strong communication skills, excellent writing skills, and the ability to follow creative direction, write in different styles, be capable of multi-tasking and juggling multiple priorities and deadlines. 3 – 4 years of experience in related field required. In addition to the following:

- Proven experience as a marketing assistant
- Solid understanding of marketing principles
- Demonstrable ability to multi-task and adhere to deadlines
- Well-organized with attention to detail and a customer-oriented approach
- Excellent knowledge of MS Office, Office 365, and online applications (CRM tools, Online analytics, Google Adwords etc.)
- Proficient in WordPress
- Proficient in both Windows and Mac OS
- Outstanding written and verbal communication and people skills
- Fast learner
- Tech savvy
- BS in Marketing, Business or relevant field is preferred



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**SALARY AND BENEFITS:**

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

**HOW TO APPLY FOR THE MARKETING COMMUNICATIONS ASSISTANT ROLE:**

Please submit a **resume, writing sample and cover letter** in PDF format to our Employee Portal: [http://asashr.force.com/recruit/fRecruit\\_\\_ApplyJob?vacancyNo=VN025](http://asashr.force.com/recruit/fRecruit__ApplyJob?vacancyNo=VN025). Your cover letter should be in PDF format, addressed to the Senior Director of Talent Development, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "MCA" and your last name in the subject heading.

**LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)