



Job Description: **Marketing and Communications Administrator**

Reports To: Director of Operations

Hours/Location: 20 – 25 hours per week
Location is a combination of working remotely and onsite at the Grand Haven location

Job Overview

The Marketing and Communications Administrator designs marketing materials and provides communication covering all aspects of Mosaic Counseling, including special event activities. Also responsible for a wide variety of administrative tasks related to Mosaic services.

Responsibilities and Duties

- Design useful reports and charts for various applications.
- Write content and make weekly posts to social media accounts.
- Monitor the website and update content regularly.
- Write, create, and distribute bimonthly general newsletter, EAP newsletter, and church newsletter.
- Assist with updating and maintaining a variety of contact lists.
- Research and assist with the creation of presentations.
- Update brochures, business cards, manuals, and other material as necessary.
- Assist the Executive Director and fund development committee with fundraisers, holiday party, employee picnic, and other events.
- Assist with a wide variety of administrative and supportive tasks related to Mosaic services.

Qualifications

- Bachelor's Degree in appropriate field or equivalent work experience
- Proficient in the use of social media platforms
- Expert skills in all Microsoft Office applications
- Proficient in Canva and Adobe applications preferred
- Attention to detail and professionalism
- Excellent time management skills and ability to prioritize tasks
- Excellent verbal and written communication skills

Please send cover letter and resume to kim@mosaiccounseling.com