JOB OPENING: Marketing & IT Assistant

Are you a recent or soon-to-be college graduate who is technically-inclined, interested in food and nutrition, and looking for experience in marketing communications? Join Oldways, a food and nutrition nonprofit that encourages healthy eating through cultural food traditions!

As our Marketing & IT Assistant, you will have responsibilities in two main areas.

Marketing; Work closely with the Director of Marketing & Communications and the Marketing Coordinator to promote Oldways' food and nutrition programs and advance our presence as a thought leader in the food and nutrition world. Examples of what you'll do:
- Post content on the Oldways websites (blogs, recipes, online store products, etc.)
- Set up and schedule emails in Constant Contact
- Participate in all facets of social media including content creation
- Assist with our online store

IT: Serve as the IT point person for our small office. Examples of what you'll do:
- Be the first point of contact when there is an IT issue (e.g., if the internet goes out, you'll call the internet service provider)
- No prior IT knowledge is needed—you'll use your resourcefulness to discover the best ways to fulfill our IT needs

Required skills/knowledge:
- Resourcefulness, and an innate ability to figure out how to get things done
- Exceptional writing skills, including grammar, spelling, and punctuation
- Expertise in Microsoft Office suite (Word, Excel, PowerPoint)
- Experience with major social media platforms
- Attention to detail and an ability to juggle multiple different projects at once
- B.A. in communications, marketing, or a related field

We work hard, and each staff member is expected to take full responsibility for his or her projects. Oldways is an Equal Opportunity Employer. Learn more about Oldways at www.oldwayspt.org.

To apply, send a resume, cover letter, and writing samples to work@oldwayspt.org with the subject line "Marketing & IT Assistant". Applications without a cover letter or writing samples will not be considered.