



Career Opportunity: Program and Marketing Assistant

Full-time; 40 hours per week. Some nights and weekends required. This position is located in our Aspen and Carbondale (Colorado) Offices.

About the Buddy Program

Join our dynamic, professional, and fun team! We offer a competitive salary and benefits. We believe that a dynamic organization provides continual opportunity for growth and professional development and believe in supporting and investing in our employees.

For 45 years, the Buddy Program has been serving youth in the Roaring Fork Valley community. We operate four programs, including one-on-one mentoring and group/experiential mentoring, known as our LEAD (Leadership through Exploration Action and Discovery) Program. Mentor/mentee pairs in our Community Program stay together for over 4.6 years, more than twice that of national mentoring programs. Program evaluations demonstrate that the Buddy Program has helped our Little Buddies in areas of self-esteem, decision making, academics and relationships with friends and family. The Buddy Program worked with 529 youth and their families in 2017 and an additional 134 adult volunteers and continues to grow to meet the large need in the Roaring Fork Valley. The Buddy Program is a registered 501 (c)(3) not-for-profit organization.

Vision: We envision a thriving community in which all members are supported and connected through meaningful relationships and experiences to achieve success

Mission: The Buddy Program empowers youth through mentoring experiences in order to achieve their full potential

Educational Requirements:

- Bachelor's Degree or Vocational Training in related field
- Experience in related field (non-profit, youth and family services, volunteer programs, marketing, administration) preferable

Working Relationships:

- Reports to the Program Director. This position also receives support and direction from other team members, depending on the tasks at hand
- On-going, constructive, and open collaboration between all Buddy Program Staff is essential to our team to ensure a consistent, quality-run program

Responsible For:

- Organizational marketing support including but not limited to managing social media (Facebook/Instagram/Twitter), the Buddy Program website, and monthly newsletter
- Program marketing support including but not limited to fliers and ads for recruitment events, program brochures
- Development marketing supporting including but not limited to appeals, annual report and events Support in preparation for meetings including but not limited to; Big Buddy Trainings and Forums, Mentee Trainings, Focus Groups, Registration Nights, Orientation Nights, Scholarship Workshops, Staff Meetings
- Adult Big Buddy volunteer screening support
- Community and School-based Little Buddy and Family Intake support and administrative tasks (creating packets, entering information into database, rubrics)
- Community and School-based activities support including but not limited to; preparation, purchasing supplies, management of RSVP's, confirmation emails, reminder emails, e-blasts
- LEAD Camp support including but not limited to; camp volunteer/employee screenings, camp registration administration tasks, mailings
- LEAD Activities support including but not limited to; outreach and supply purchasing
- Management of one or more Peer-to-Peer program sites: planning, communication with school and Buddies, on-site management, follow up with attendance
- Support for administrative tasks at all Peer-to-Peer sites
- Extra-curricular scholarship management (mailings, data entry, check requests)
- Discount Program support
- Support with standard office and administrative tasks including; ordering/purchasing supplies, checking inventory, copy and fax
- General support for all programs including data entry and other administrative tasks
- Supporting all Buddy Program employees where needed

Specific skills for this position:

- Passionate about the mission of the Buddy Program
- Flexible with time and duties as they evolve
- Strong team player with ability to handle receiving task assignments and oversight from multiple individuals
- Have a "whatever it takes" attitude
- Ability to prioritize work in accordance with Buddy Program goals and priorities
- Strong organizational skills, excellent attention to detail, efficiency, and ability to meet deadlines
- Advanced interpersonal and communication skills
- Ability to remain compassionate and empathetic towards families, youth, and volunteers

- Strong computer skills: Microsoft Office and experience using a database (DonorPro or equivalent preferred)
- Strong writing skills: ability to draft professional, high quality letters, proof proposals, etc.
- Professional in daily habits, both in and out of the office. Ability to act as a good-will ambassador of the Buddy Program always
- Ability to maintain client confidentiality

Please send cover letter and resume to jobs@buddyprogram.org with "Program and Marketing Assistant" in the subject line by **Friday, March 23rd**.