



<b>Job Title:</b>	Marketing Assistant	<b>Job Category:</b>	Volunteer
<b>Department/Group:</b>	Marketing	<b>Board Member?</b>	No
<b>Location:</b>	West St Tammany Parish	<b>Hours needed:</b>	24-30 per month

**E-MAIL APPLICATION TO:**

**ADMIN@NORTHSHOREROBOTICS.ORG**

Subject: Marketing Ast. Volunteer application

**REQUIRED INFORMATION**

Name, Email, Phone, preferred contact method  
Company Name, Resume', at least one reference.  
Summary of Non-Profit experience.

**Job Description**

**ROLE AND RESPONSIBILITIES**

Marketing Assistants may attend 1-2 Board meetings per year. The Marketing Assistant is about 8 hours or less per week of work. Applicants must be local or available to travel to St Tammany Parish as needed. This is an advisory role that reports to the voting members.

**KEY EXPECTATIONS**

- Maintain Social Media accounts
- Advise on ways to increase Presence
- Recommend financial needs for marketing
- Advise on website, marketing materials and other relevant items.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Relevant work experience of 2 years or more

**PREFERRED SKILLS**

- Professionally maintaining various social media outlets
- Graphic Design
- Photography
- Some Experience with Google Workspaces.

**ABOUT NORTHSHORE ROBOTICS**

[NorthShore Robotics](#) is a 501(3) Nonprofit based in Mandeville Louisiana and our Mission is to encourage and foster a passion for STEAM education in our students and community. We encourage a culture of Diversity, Inclusion, camaraderie, determination, positivity, respect, and the pursuit of personal and team excellence. Ultimately, our students participate in robotics competitions to apply and demonstrate their skills, to lead by example, encourage the involvement of their peers and grow awareness for STEAM skills in Louisiana and beyond.

Email Questions to	Admin@NorthShoreRobotics.Org	Subject:	Marketing Ast. Volunteer QUESTIONS
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## General Expectations

### DUTIES

Board Members and volunteers must hold themselves accountable, behaving with integrity and prudence, showing care to obey rules and laws at all times. NorthShore Robotics' welfare is to be held paramount to all other considerations and resources must be stewarded responsibly to further the organization's reach to continuously serve students from all walks of life. It is the responsibility of all board members and volunteers to develop and maintain an excellent reputation within the community, to strengthen the program, increase resources, and create and follow a strategic plan that honors the organization's core mission.

### KEY EXPECTATIONS

- Regularly attends board meetings in accordance with their job description
- Attends important special meetings as needed
- Takes the initiative to volunteer and accept assignments
- Completes assignments thoroughly and within deadlines
- Prepares for meetings, staying informed about committee matters and reviewing comments on minutes and reports
- Develops and maintains collaborative working relationships with other committee members
- Contributes to committee consensus and organization
- Participates actively in the committee's annual evaluation, planning efforts and fundraising
- Annual donation of any amount
- Helps maintain the organization's reputation as a unified group.