

**Project NexGen**  
**Marketing Administrative Assistant**

**About the role:**

Come join a community organisation powered by a small, dedicated group of purpose-driven staff and volunteers that is looking for a detailed-oriented person to contribute to our team as a marketing administrative assistant.

This position is perfect for someone who wants to be involved in a growing, innovative organisation while attending to other responsibilities.

The position is paid hourly, and we are looking for someone who has around 4 to 6 hours a week that they can work flexibly. We expect our needs to increase over the next 12-18 months, so there is also plenty of room to grow with us. There is no office, so you will work from home aside from some in-person meetings.

**About Project NexGen:**

Project NexGen's mission it is to help Jewish young adults to reimagine and create the Jewish community and connections they want for themselves. We do this by funding a range of programs that provide new opportunities for young adults to connect authentically with one another.

**Your key skills and motivations should include:**

- Desire to be part of something innovative and make an impact on the lives of others
- Strong computer skills and attention to detail
- Understanding of basic marketing functions, such as email marketing
- Understanding of data collection, input and reporting
- Flexibility to work on various tasks based on the constantly shifting nature of the organisation's needs

**It would be great if you can also demonstrate some of the following:**

- Experience working with a CRM
- Experience working with an EDM software, such as Mailchimp or Campaign Monitor
- Basic design skills, such as experience working in Canva
- Ability to copywrite for marketing campaigns
- Experience working with WordPress or similar content management system
- Experience creating social media posts
- Experience working within a community or not-for-profit organisation
- Experience working with the Jewish community

## **Job Description**

- Collating, organising, entering and analysing data across our organisation
- Ensuring the organisation's database is properly maintained
- Preparing reports and other documents as requested
- Assisting with drafting of marketing materials as requested
- Managing our general inbox, including replying to enquiries
- Assisting with administration and reporting relating to events
- Uploading content and compiling relevant lists for email marketing campaigns
- Reporting on, analysing and drawing insights from email marketing campaigns and our database
- Updating our website with timely content
- Supporting the team to undertake venue and Zoom bookings as needed
- Supporting the management of volunteers as needed
- If you possess design skills, assisting with design of graphics on an ad hoc basis

Please apply by sending your CV and Cover Letter to [Allison@j-junction.org.au](mailto:Allison@j-junction.org.au).