

Marketing Assistant

Opportunity DeKalb is seeking an enthusiastic and resourceful Marketing Assistant to be a point of contact for individuals interested in Breakthrough Business and other programs and initiatives involving Opportunity DeKalb. Opportunity DeKalb is a nonprofit community development corporation that was formed to work collaboratively with others on community revitalization goals.

The ideal candidate will assist individuals with job search resources, provide information about the Breakthrough Community Business Academy application process, and offer general support for startup entrepreneurs. This role is crucial in helping our community members access the resources they need to succeed.

Key Responsibilities:

- Work with staff to develop a marketing plan for Breakthrough Business
- Work with staff to develop a style guide for the organization
- Study the demographic details of the community to help in attraction
- Assist with the development of social networking and website maintenance
- Help integrate projects into the Breakthrough Business branding
- Prepare and distribute communication materials such as newsletters and flyers.
- Welcome and assist walk-in visitors to our office with professionalism and warmth.
- Handle incoming phone calls, responding to inquiries or directing them to the appropriate staff member.
- Provide information and resources to individuals seeking job search assistance.
- Share details about the Breakthrough Community Business Academy, including program benefits and application procedures.
- Schedule appointments and provide support for application submissions.
- Connect entrepreneurs with relevant programs, workshops, and events hosted throughout DeKalb County.
- Assist with and perform any other duties as needed or assigned

Administrative Tasks:

- Assist with data entry and maintaining accurate records of visitor interactions.
- Assist in coordination and management of office operations – cleaning, supplies, conference room, etc.
- Support the team with administrative duties as needed.

Preferred Qualifications:

- High school diploma or equivalent; additional education or certifications in office administration or related fields is a plus.
- Previous experience in a customer service or office support role, preferably in a nonprofit setting.
- Strong communication skills, both written and verbal.

- Excellent organizational and multitasking abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with office equipment.
- Ability to handle sensitive information with confidentiality and discretion.
- A friendly and approachable demeanor, with a passion for helping others.

Work Environment:

- This position is based in the Opportunity DeKalb office, requiring regular interaction with the public.
- Evening or weekend hours may be required for special events or programs.

How to Apply: Interested candidates should submit a resume by email to outreach@opportunitydekalb.org

Opportunity DeKalb is committed to fostering an inclusive environment where all individuals are valued and respected. We encourage applications from all qualified candidates, including those with diverse backgrounds and experiences.