



4220 Wapello Ave.  
Davenport, IA 52802  
563.336.3370  
[www.nahantmarsh.org](http://www.nahantmarsh.org)



## Marketing and Events Associate Job Posting | 2.19.19

### POSITION DESCRIPTION

Nahant Marsh is seeking to fill a one-year, .75 FTE Marketing & Events Associate position, with the possibility of extension for additional years at full time. The successful candidate will be well-organized, detail-oriented, skilled at time management, customer service-minded, and work with a sense of urgency. Due to the nature of the work, some weekends and evenings will be required.

### Responsibilities

The Marketing and Events Associate will support the Development Officer, working closely with the Executive Director, education and natural resources staff, and volunteer committees and task forces. Responsibilities include:

- Assisting the Development Officer to plan and execute the yearly Oberholtzer Awards (in February);
- Managing other yearly Nahant Marsh events, including Marsh Madness Trivia Night (in March), Spring Celebration and Eco-Egg Hunt (in April), Spring Cleanup (in April), and Monarch Release Party (September);
- Coordinating with the Bi-State Conservation Action Network (BI-CAN) to facilitate the 2020, 2021, and 2022 2-day "State of Our Species" Conferences;
- Preparing marketing strategies, plans, and objectives for seasonal and yearly programs and events;
- Assisting in the production and distribution of marketing materials including writing and designing advertisements, press releases, brochures, flyers, quarterly newsletters, electronic-news alerts, annual reports, bulk mailings, and other promotional materials;
- Facilitating social media messaging to promote Nahant Marsh programs and events, fundraising initiatives, and facilitating wonder and stewardship of the natural world;
- Updating online community event calendars;
- Coordinating hospitality for monthly Breakfast Nature Club program;
- Coordinating methods to collect and analyze program impact and participant satisfaction;
- Assisting with ongoing partner, member, donor, and sponsor relations;
- Maintaining master staff event calendars;
- Preparing exhibit materials and displays for community events;
- Assisting with developing strategies to grow Nahant Marsh's memberships and sponsorships;
- Providing exemplary customer service to visitors, attendees, members, donors, and sponsors; and
- Other duties as assigned when necessary.

### Required Qualifications:

- Bachelor's degree in marketing, communications, business administration, nonprofit administration, or a related field; and
- 1-2 years' experience in marketing and communications, including experience coordinating events.

### Skills:

#### REQUIRED

- Strong self-starter and capable of working independently;
- Excellent project management skills and attention to detail;
- Strong verbal and written communication skills;
- Ability to work in a team structure;
- Ability to use feedback as an opportunity for improvement; and

- Proficient in Microsoft Office, Excel and Publisher.

#### PREFERRED

- Experience with creative writing on social media platforms, a plus.
- Experience with Adobe Creative Suite, especially Photoshop and InDesign, a plus.

#### Benefits:

This position includes six (6) days (48 hours) per calendar year of Paid Time Off (PTO), which can be taken in 1-hour increments. Additionally, the employee would receive four (4) paid holidays per year: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day and one (1) day off for their birthday.

#### To Apply:

By March 15, email resume, references, and cover letter elaborating on qualifications for the position to Lindsey at [lmkennedy@eicc.edu](mailto:lmkennedy@eicc.edu) or mail to:

Nahant Marsh  
Attn: Lindsey Kennedy  
4220 Wapello Ave.  
Davenport, IA 52802

**Candidates will be reviewed on a rolling basis, with applications accepted through March 15, 2019. Those qualified will be scheduled for a phone or in-person interview. This position will begin as early as April 1, 2019.**

#### About Nahant Marsh:

Nahant Marsh is a 305-acre nature preserve nestled in southwest Davenport (near the I-280 bridge). The largest urban wetland on the upper Mississippi River, it is part of a 513-acre wetland complex and stopover site for many migrating waterfowl and songbird species. This unique preserve is comprised of several habitats including marshes, open water, vernal ponds, tallgrass prairie, sand prairie, and bottomland woods.

Nahant Marsh has three miles of hiking trails and boardwalks; a bird blind, dock, and raised platforms for wildlife viewing and photography; two shelters for picnicking; and an education center that offers an interpretation of the site, education animals, and environmental education programs for over 18,000 visitors annually.

The Nahant Marsh Education Center is open Monday through Friday from 8:30 a.m. to 4:30 p.m. and Saturday from 9 a.m. to Noon (extended to 3 p.m. April-October). *Trails are open daily from sunrise to sunset.*

For more information, visit [www.nahantmarsh.org](http://www.nahantmarsh.org).