

The Fairgrounds (Erie County Agricultural Society)
Public Relations/Marketing Assistant
Part-time/Full-time, Non-Exempt

We are looking for a career minded individual to add to the year round marketing team that will be responsible for the following...

- Assist with the development and distribution of PR materials
- Ensure that messages are supportive of and consistent with company's initiatives
- Promote events, products and services through public relations initiatives
- Develop fresh story ideas
- Editing and proofreading
- Assist with the organization and execution of various media and PR events
- Manage PR materials, filing, copying and performing other clerical tasks
- Maintain PR database, documenting media coverage and tracking PR metrics
- Take part in brainstorming sessions and suggest innovative ideas
- Provide excellent customer service
- Use Adobe software to assist in the creation of graphic elements to be used across marketing platforms
- Assist in the content updates on digital platforms
- Assist in developing and updating key PowerPoint presentation for sales team

Requirements

- A bachelor's or associate's degree in communications, public relations, or a similar field
- Good working knowledge of PR concepts and best practices
- Experience with video production and editing
- Write, speak and interact effectively with others
- Work in a team environment
- Excellent copywriting and editing skills
- Experience with social media platforms
- Outstanding computer skills, including experience with databases and design software
- Strong communication, teamwork, and presentation skills
- Good organizational and time-management skills
- Be able to multi task and work with multiple deadlines
- Attention to detail
- Willingness to stay up-to-date with the latest industry trends and methods

To apply, please send your resume to: jobposting@ecfair.org and include the job title in the subject line

All applicants are thanked in advance and advised that only those selected for interviews will be contacted