

Marketing Admin

Start Date & Wage:

Part Time: 5-10 hours a week

Start Date: Aug 3, 2026 (Flexible)

Pay: \$15/hour

Why this position matters:

The role of the Marketing Admin helps the marketing team stay on track, enabling us to fulfill our commitments to other departments. Our department is responsible for legitimizing the work our other team members do. We ensure donors receive updates on the success of our programs, find new volunteers and donors who are aligned with the cause, and design and publish collateral for other departments to use when talking with their stakeholders. Everything that appears to the outside world goes through Marketing first. We help everything appear professional. We also need to do this in a timely manner.

The Marketing Admin is the project manager for all the marketing team's initiatives and projects. This person keeps the team running smoothly and finds support when needed. This individual is persistent and isn't afraid to send the 10th Slack message to someone who hasn't yet replied with an update. What we need most in this role is someone who will lead our team to ensure all behind-the-scenes work is completed so everyone on our marketing team can work efficiently.

What this role is all about:

- Project Management
 - Ensures team members are set up for success with the tasks they need in Monday.com and follows up to ensure everyone follows the process in a timely manner
 - Overseeing publishing calendars, project requests, and marketing campaigns.
- Take Tasks from the Department Director
 - Execute on a variety of tasks as delegated by the Marketing Director
 - Figure out how to solve a problem or generate an outcome as needed by department



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Required Skills:

- **Operational Foresight:** Demonstrates a balance between high-level vision and operational execution by prioritizing tasks that drive long-term departmental success. Able to anticipate how current details affect future outcomes.
- **Project Management:** Organized and persuasive. Able to effectively manage a large task list and projects involving multiple people. Strong communication, leadership, and adaptability skills.
- **Timely and Task-Oriented:** Hits deadlines.
- **Upholds High Quality Standards:** Maintains an exceptional level of quality across data, tasks, and projects, balancing quality and speed.
- **Attention to detail:** Can spot discrepancies and redundancies. Arranges tasks to accommodate deadlines, team availability, bandwidth, and urgency.
- **Over-communicator:** Comfortable with following up until the job is completed. Offers support and a nudge when needed.

A note from the Executive Director:

If you want to apply for this job, the following should be true of you:

- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool, and you need to be vulnerable.
- You aren't assumptive; you seek clarity and don't mind appearing ignorant because you care more about being valuable than about looking smart. You will understand why you are being asked to do what you are asked to do because you know we expect you to use your brain and make judgment calls regularly.
- You are crazy-organized and productive. Maybe you've read *Getting Things Done* by David Allen, and you've made it your own (that would probably make you a shoo-in candidate).
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's StrengthsFinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task-oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would know what counts as evidence that you are smart

and capable enough to roll with us. If you just send a resume and not a cover letter you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so you obviously will include it).

About Us:

Because no child should be abandoned to raise themselves, A Child's Hope Foundation exists to equip orphaned and vulnerable children with skills, resources, and community so they can improve the trajectory of their lives. A Child's Hope Foundation (ACHF) is a 501(c)3 public charity located in Orem, Utah, USA. Please check us out at www.achf.org and look for us on Facebook and Instagram.

To Apply:

Email your cover letter and resume to info@achf.org.