



MARKETING ASSISTANT

Title of Position: Marketing Assistant

Classification: Part Time

Job Reports to: Marketing Manager

WHY LOMBARDO?

Choosing a place to work is a big deal. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, trades, customers, etc.
- Work effectively in a team. (The marketing team is small but mighty!)
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

The nitty-gritty stuff – Phase 1

- Manage marketing requests and update and distribute community and corporate marketing materials. You're the source of 99.99% of the materials that are handed out to our customers.
- Maintain the company website, including price updates, new community openings, and other listings, as needed.
- Update marketing collateral, including flyers, brochures, price sheets, mailers, etc.

The nitty-gritty stuff – Phase 2

- Manage and create content for company Facebook pages, blog, and any future social media efforts.
- Design new marketing materials and campaigns.
- Additional writing and design projects, as needed.

WHAT YOU NEED

- A college degree is encouraged, but if you're still in school, we'd love to hear from you (especially if you're studying marketing, communications, public relations, advertising, graphic design, or a related area of study).
- An eagle-eye attention to detail and strong writing, grammar, and proofreading skills.
- Proficiency in Adobe Creative Suite, including InDesign, Illustrator, and Photoshop.
- Experience in creating and implementing social media campaigns.
- Photography experience is a plus.

WHAT WE'LL GIVE YOU

- Competitive salary.
- 401k with company match.
- Company-sponsored employee events.
- Team potluck lunches (so you can show off your awesome cooking – or shopping – skills).