



Marketing Communications Assistant Job Posting

Roger Williams Park Zoo of Providence, Rhode Island, one of the nation's oldest zoos and exhibiting over 100 animal species, is currently recruiting for a full-time, year-round, Marketing Communications Assistant. The Marketing Communications Assistant, working under the direct supervision of the Public Relations and Marketing Director, is responsible for the general administrative support of the functions of the department including marketing, website, public relations, special events and social media.

RESPONSIBILITIES

- Writing and designing the monthly employee newsletter.
- Assisting with special events from inception to implementation.
- Assisting with photography and video needs.
- Maintaining media listings.
- Researching conservation press stories.
- General administration communications needs.
- Performs other duties as assigned by the PR and Marketing Department staff.

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Experience and Education:

Requires a degree in public relations, communications or journalism, with some experience in writing, and/or one-year experience working or interning in a marketing/public relations setting; or equivalent combination of education and experience.

Skills and Aptitudes:

- Familiarity with standard public relations concepts, practices, and procedures.
- Highly organized
- Able to film and take photos with multiple devices.
- Design and photography software a plus.
- Proficient PC skills, with knowledge of Microsoft office products and experience with content management applications. Ability to stay abreast of developments in technology.
- Excellent oral and written communication skills.
- Ability to work independently, and in a team setting.

- Ability to gain an understanding of new and applicable marketing and PR concepts in a constantly changing environment.

Additional Requirements:

- Successful completion of a background check.
- Valid state driver's license.
- Flexibility to work occasional weekend and evenings.
- Ability to work outdoors under various weather conditions.
- Infrequently lifts and/or move objects up to 50 pounds.

Interested candidates are encouraged to send a cover letter and resume to employment@rwpzoo.org or to:
Roger Williams Park Zoo

ATTN: Marketing Communications Assistant

1000 Elmwood Ave

Providence, RI 02907



ACCREDITED BY THE
**ASSOCIATION
OF ZOOS &
AQUARIUMS**



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