



## Murray County Medical Center Foundation

### Marketing Assistant

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**Clarification:** Summer Casual Position

**Department:** MCMC Foundation / Marketing

**Location:** Murray County Medical Center

**Reports to:** MCMC Foundation Secretary / MCMC Marketing Director

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**Location:** Slayton, MN

**Duration:** 3 Months – Flexible, Anticipated Start at the End of May

**Compensation:** \$500 /Month Stipend, 8-10 hours/week (flexible)

**Description:** The Murray County Medical Center Foundation (MCMC Foundation) is looking for an enthusiastic marketing assistant to help us plan events, engage the community, and execute fundraising initiatives. This is an excellent opportunity for a college student seeking out a marketing, business, or related degree, a high school student interested in marketing, business, or related, or an individual looking for additional income. You will gain hands-on experience designing and executing marketing campaigns as well as event planning skills. We are looking for a poised and charismatic individual with a strong interest in community engagement, a great eye for detail, and eagerness to develop and grow their fundraising, event planning, graphic design, and marketing skills. The candidate must be able to wear many hats and be motivated to learn about and promote the mission of the MCMC Foundation.

**Responsibilities:**

- Assist in planning and executing community events, outreach initiatives, and fundraising activities.
- Create engaging content for social media, website updates, and marketing materials to enhance brand awareness.
- Support the development and distribution of promotional materials including flyers, press releases, and newsletters.
- Help coordinate sponsorships, partnerships, and community collaborations.
- Capture and organize photos videos to highlight MCMC Foundation's impact.



- Represent the MCMC Foundation at events and interact with community members as needed.
- Ability to support logistical efforts as needed. We are a team and help each other as necessary.

### **Requirements:**

- Preferred applicants are:
  - College student pursuing a degree in Marketing, Business, Public Relations, Communications, or similar.
  - High school student interested in the above-listed degree fields.
  - Someone who enjoys hands-on marketing, event planning, and various office tasks and has the flexibility to work one day a week.
- Must have knowledge of various computer programs such as Microsoft Office and Canva.
- Must have strong written and verbal communication skills, both in person and over the phone.
- Must be familiar with different media platforms.
- Must take directions well while also be able to provide self-direction and/or take initiative when appropriate.
- Must be a team player.
- Must have a strong attention to detail.
- Must be able to multi-task, prioritize activities, and complete tasks as well as meet tight deadlines.

### **To Apply/More Information:**

This position is open until filled. Please email [hr@murraycountymed.org](mailto:hr@murraycountymed.org) with a resume. Please specify in the subject line that your email is regarding the 'Foundation Marketing Assistant.'

*Murray County Medical Center Foundation and its affiliates are an equal employment opportunity employer; we encourage applicants from diverse backgrounds to apply.*



**About The MCMC Foundation:**

The Murray County Medical Center Foundation was established in 2008 as a non-profit organization that helps to ensure Murray County Medical Center continues to thrive with the latest technology to enhance patient care for all generations. The mission of the Foundation is "To improve the health care of the residents of Murray County by promoting wellness and community education and to assist with capital improvements and equipment purchases to further enhance patient care."

**Employee Signature:** I have read and agree that I can perform the essential functions of this position.

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Print Name

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Signature

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Date

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Manager or HR Rep. Signature

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Date