

**Job Description :** The ideal candidate is a self-motivated individual who will be responsible for engaging with others on a relational basis to promote the Village of Sugarcreek. Candidates must provide their own transportation.

**Position:** Marketing

**Schedule:** Full time, 40 hour/week Monday – Friday 7:30 – 4:00, ½ hour lunch. Hours may fluctuate surrounding village events, marketing efforts, or meetings.

**Responsibilities:**

- Represent the Village on various committees including but not limited to Sugarcreek Business Association, Fabulous Fifties Fling, Light up Sugarcreek, Downtown association, the Ohio Swiss Festival, Frost Fest, and other Village functions. The marketing employee will be present at all meetings to represent the village. The marketing employee will assist as needed or requested from the chairperson of the committee or the village administrator.
- The marketing employee acts as an ambassador for the village and as such will always present a positive image for the village.
- Actively market the village and what Sugarcreek offers to residents, businesses, events, etc.
- Submit weekly report of activities to Village Administrator.
- Communicate with the village administrator on all meetings, projects, and events.
- Update Bulletin board in Village Hall with all village events.
- Work with website vendor(s) to ensure the Village website is current, correct, and complete.
- Update message board on website as needed and in the case of emergencies.
- Develop social media content and calendars.
- Coordinate photography at village events and store photos on public drive in an organized manner on the Village Hall Server
- Generate innovative ideas for marketing the village.
- Promote, encourage, attract new businesses and expansion of existing businesses.
- Work with the bed tax committee to determine the best use of advertising dollars.
- Maintain a positive working relationship with all vendors and business owners.
- Maintain a positive working relationship with all employees and residents.
- Promote and share activity, current, and future events of all village departments.
- Projects to be assigned as needed.

**Qualifications:**

Friendly and well spoken.

Excellent communication skills both verbal and written.

Preferred 3-5 years of experience in marketing or related fields in the current digital landscape.

Proficient in the use of Microsoft Office Suite including Outlook, Word, Publisher, Excel.

Proficient in the use of Adobe Creative Suite.

Understanding of Web design.

**Village Benefit Package:**

- Paid vacation
- Compensatory time
- 11 paid holidays
- Paid sick leave
- Paid Bereavement time
- Deferred Compensation
- Retirement through Ohio Public Employees Retirement System
- Health insurance
- Health Savings account with Village Contribution
- Village paid Life Insurance
- Optional Vision and Dental insurance through payroll deduction

**Compensation:**

Salary Range \$18.00 - \$23.00 per hour.

\*\* This position also covers the utility window in the event of vacation, or other scheduled time off for the utility clerk.