



Marketing Communications Assistant

One Position Available Position Opens: June 2025

The Marketing Communications Assistant will support all aspects of marketing and communication at FitRec, including but not limited to:

- Contributing to social media content and engagement.
- Assisting with graphic design.
- Writing and formatting newsletters and broadcast emails in MailChimp.
- Drafting email content and promotional copy.
- Making basic website updates in WordPress.
- Posting events to calendars and distributing promotional materials on campus and in the community.
- Assisting with sponsorship fulfillment for national and local sponsors.

What You Need:

- Excellent writing and interpersonal skills.
- Experience with or willingness to learn Mailchimp for email creation.
- Familiarity with WordPress for basic website edits.
- Experience with Canva or other graphic design software.
- Ability to work independently and take initiative.
- Other duties as assigned.
- Experience in PR, advertising, or marketing.

Hours & How to Apply:

- 10–20 hours per week, flexible schedule between Monday and Friday, 9 am–5 pm.
- Hourly rate based on experience.

To apply, email your **cover letter, resume, portfolio/sample work, and availability** to Kayleigh Ventrone (ventrone@bu.edu).