Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Marketing Assistant

DEPARTMENT: Remedy

JOB DESCRIPTION: The main role and responsibilities of the Marketing Assistant will have to support the Marketing Coordinator in the daily operations within Remedy Tulalip. The ideal candidate will have technical competence combined with a working knowledge of the cannabis industry, photography, and digital marketing. The Marketing Assistant must be organized, flexible, and reliable.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx. For more information or questions, please visit: http://quilcedavillage.org/Employment or call Quil Ceda Village HR at 360-716-5047.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Marketing Coordinator

EMPLOYEE SUPERVISES: n/a

EDUCATION:

- High School Diploma or GED.

SKILLS:

- Must be able to use Microsoft Office.
- Excellent writing and communication skills.
- Must be able to problem solve and troubleshoot issues.
- Must have the ability to multi-task.

EXPERIENCE:

- One (1) year experience with computers/data entry.
- One (1) year experience with customer service.
- One (1) year experience in the cannabis industry.
- Knowledge of digital marketing, specifically social media.

OTHER REQUIREMENTS:

- Experience with Adobe suite preferred.
- Experience within the cannabis industry preferred.
- Understanding of Dispensary POS software and inventory systems preferred.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity of hands and fingers to operate a computer keyboard. (30 wpm)
- Able to lift 25+ pounds.
- Able to sit for long periods of time.
- Able to get to low places for extended periods of time.

SPECIFIC JOB PERFORMED:

- Work with Marketing Coordinator, Inventory Team and Store Manager to establish Remedy Tulalip's plan and strategy by assembling the sale schedule/calendar, setting sales objectives, plan and organize promotional materials.
- Capture high quality product images for online menu with DSLR camera.
- Edit and format product images for online with DSLR Camera.
- Communicate sales and their objectives to the sales team (FOH: Manager on Duty, Budtenders) and provide promotional instructions as needed.
- Update online store sales and promotions as needed.
- Updated online store individual product images and descriptions to ensure accuracy.
- Assist inventory team with monthly inventory audits.
- Assist with the setup of vendor days.
- Deliver education and information to the sales team.
- Occasionally manage and update social media accounts.
- Design thoughtful and aesthetically pleasing displays on the sales floor.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.