

EMPLOYMENT OPPORTUNITY

Promotions Assistant

Boise, ID

Employment Status:

Part-time; non-exempt; must be able to work evenings and weekends

Education:

High school diploma

Skills:

Excellent written and verbal communication skills required; strong problem solving and organization skills; high work ethic, integrity and standards; ability to meet deadlines and detail oriented; ability to interact with others in a positive manner while working and learning in a fast-paced environment; ability to execute and maximize the impact of promotional opportunities for our stations; ability to reach out and speak to the public; graphic & web skills a plus; ability to sit, stand, reach, bend, squat, and grasp; ability to lift/move up to 30 pounds with or without reasonable accommodation

Experience:

No experience necessary; will train

Duties:

Assist and coordinate in areas of the promotions department, including image, contests, appearances, station merchandising, advertising, remote broadcast set-up, community and public relations, attend scheduled meetings, help draft and monitor promotions calendar, and other duties as assigned by your manager.

Send cover letter and resume to:

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