

POSITION: Marketing and Community Relations Specialist (External)

#### ABOUT INTREPID CREDIT UNION

Intrepid Credit Union was voted Best Credit Union in Helena in 2017 and 2018! If the Helena community feels that way about Intrepid Credit Union, imagine what it's like to work here! We believe in supporting our employees through training, mentoring, and providing opportunities for growth and enrichment. We believe in offering our extensive membership the best and most innovative financial products and services and the highest quality service available. We believe that making our community a wonderful place to live, work, and play makes our organization stronger. That's why Intrepid Credit Union joyfully partners to support the communities we serve through all aspects of our organization. We participate in local initiatives that help make our communities a better/safer place to live; make direct monetary contributions; volunteer time, talent and support by participating in community projects; and provide scholarships to graduating high school seniors.

Some of our community involvement includes:

- Sponsorship of the Symphony Under the Stars, Prickly Pear Land Trust's "Don't Fence Me In" trail run, and a fellowship at the Holter Museum of Art;
- Volunteering talent for Nami Walk, Empty Bowls, the Humane Society's Spaghetti Dinner and the Governor's Cup;
- And volunteering at dozens of non-profits that serve our communities!

To learn more about Intrepid Credit Union, please visit our website [www.intrepidcu.org](http://www.intrepidcu.org).

#### POSITION SUMMARY:

Assist with member and public awareness concerning Credit Union products and services. Assists in the development and implementation of internal and external marketing and public relations activities for the Credit Union. Coordinates and monitors vendor activities within assigned scope of assignment. Assists with development of conceptualizing, developing, and facilitating the implementation of projects related to commitment to community relations and being a valued neighbor in those communities that we serve. Assists with cultivation of community contacts to increase awareness and collaborative opportunities for the Credit Union.

#### POSITION RESPONSIBILITIES:

Essential Functions:

- Assists with implementing multi-channel internal and external marketing and community relations activities including creating, editing, and distributing marketing materials and information.
- Designs digital and print advertising that aligns with organizational brand standards.
- Assists with developing creative and digital assets, including video, to enhance storytelling about organization and brand.
- Maintains the organization's website.

- Assists in the implementation of the promotion of Credit Union products and services.
- Assists with planning, coordinating, and executing community involvement activities and events for the Credit Union.
- Represents the Credit Union at various functions to develop community relationships.
- Supports Director of Marketing and Community Relations.
- Serves as a Credit Union advocate.
- Interface with multiple departments in order to more effectively market Credit Union initiatives and products.
- Performs other job-related duties as required or assigned.

#### QUALIFICATIONS/EXPERIENCE:

- Two years to five years of marketing/public relations or business development experience.
- A BA/BS degree in Marketing or Public Relations
- Multi-channel marketing experience highly preferred.
- Proficiency at computer tools for marketing applications required.
- Excellent verbal and written communication skills required.
- Organization and attention to detail skills required.
- Excellent working knowledge of Adobe and MS Word, Excel, and PowerPoint.
- Able to utilize general office equipment, such as copiers/printers, computer, etc.
- Able to proofread and edit documents required.
- Able to interact appropriately with all levels of staff and vendors.
- Able to work on multiple projects simultaneously.
- Able to work with occasional minimal supervision required.
- Able to function and work as a collaborative team member.
- Able to embrace contributions of others without seeking attention for personal contributions.
- Able to share credit and define success collectively.
- Able to sustain a commitment to doing a job well and going above and beyond.

#### PHYSICAL REQUIREMENTS

- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; viewing digital screens; extensive reading; visual inspection of written and graphic images.
- May occasionally be required to attend meetings or perform work outside of normal business hours.
- Working Conditions. The worker is not substantially exposed to adverse environmental conditions.

#### IMPORTANT NOTES:

- Employment Status: Full-Time, non-exempt
- Work Schedule: 8 am – 5 pm, Monday – Friday. Occasional weekends and afterhours.
- Is required to attend meetings outside of regular work hours.
- Benefits: Medical, Dental, Vision, STD/LTD/Life (employer paid), HSA contribution (employer paid), paid-time-off, retirement plan (with employer match and profit sharing), and supplemental insurance available.
- Bondable: Must be bondable.
- Criminal Background Check: Pre-employment criminal background check required.
- Must have or be able to obtain by time of hire a valid Montana driver's license.
- Required Materials: Cover letter, Resume, Three Professional References

#### HOW TO APPLY:

For more information about Intrepid and this opportunity, visit us online at [intrepidcu.org](http://intrepidcu.org).

To apply for this opportunity please email cover letter (please include salary requirements), resume, and 3 professional references to [careers@intrepidcu.org](mailto:careers@intrepidcu.org).

You may also use snail mail, by mailing the required materials to Intrepid Credit Union, PO Box 159, Helena, Montana 59624, Attention: Human Resources.

Intrepid Credit Union is an Equal Opportunity Employer. Intrepid will not refuse employment to a person or bar a person from employment or discriminate against a person in a term, condition, or privilege of employment because of race, creed, religion, color, national origin, sexual orientation, or gender identity or because of age, physical or mental disability, marital status, or sex except when the reasonable demands of the position require an age, physical or mental disability, marital status or sex distinction.