



The Professional Mediators' Association

P/T Communications Assistant

We're looking for an innovative and confident communications assistant to support the membership manager and to create, manage and deliver a proactive membership marketing strategy. This is a part-time position.

2.5 days a week, Must be available half day Wednesday, Thursday and Friday. Hours to be discussed.

18,000 – 20,000 pro rata

Duties

- Supporting and developing communications of a membership organisation
- Communications to external and internal partners the value of the PMA
- Supporting the marketing of events, activities and webinars

Experience required

- Experience of digital marketing strategies
- Experience of organising events
- General administrative duties
- Have or be working towards a marketing qualification and/or experience of working in a marketing role
- Be comfortable and articulate in face to face meetings with individuals and groups
- Be conscientious, efficient and with good attention to detail
- Have excellent interpersonal skills including a confident, polite manner and good customer service skills
- Have initiative, enthusiasm and a problem-solving approach to new challenges
- Be highly IT literate
- Have good writing and editing skills and be a creative copy-writer

To apply please email CV and covering letter to admin@professionalmediator.org by 28th February