

Summary

The Exhibition Expert is a mission critical, administrative, support position responsible for overseeing marketing and public relations efforts in order to present and explain Fairhill Partners campus and its multiple offerings of programs and services to the general public.

Responsibilities

- Maintains organization for all exhibit materials; helps keep exhibit materials classified according to target audiences for marketing;
- Responsible for placing photos on foam core board in a neat and professional looking manner;
- Designs new computer headings for mounting and placement on exhibit display;
- Organizes and is responsible for a marketing/public relations' box to carry to presentations;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

Qualifications

- Minimum five (5) years successful, administrative experience preferably with some marketing expertise;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.