



**Job Announcement & Recruitment, Position Description:**  
**Bilingual Marketing Assistant**

**May 18, 2021**

**The Organization:** A regional public/private economic development organization, EDC-VC is a California non-profit 501c3 corporation dedicated to maintaining the county's economic health and vitality, delivering programs that support business retention and growth, attraction and entrepreneurship. Our purpose is to raise overall productivity and incomes and quality of life. For major programming, we administer the Ventura and Santa Barbara County Small Business Development Center, providing through a team of more than 40 professional advisors technical assistance to some 1,600 firms annually. We assist businesses to access capital both through connections to other lenders and through our own direct lending. We maintain special capacity for the larger Los Angeles region for targeted assistance in international trade, business start-up and innovation, manufacturing, and business process improvement. EDC-VC also serves as the Ventura County Film Commission and is the lead for the Pacific Coast Broadband Consortium.

**See attachment for instructions on the application process.** Get application [Here](#) or may be requested through Kelly Noble, 805-409-9156, [kelly@eccollaborative.com](mailto:kelly@eccollaborative.com). For additional organizational information see [www.edcollaborative.com](http://www.edcollaborative.com).

**Additional inquiries may be directed to:**

Bruce Stenslie, President/CEO  
4001 Mission Oaks Blvd, Ste A1  
Camarillo, CA 93012  
805-409-9155  
[bruce@eccollaborative.com](mailto:bruce@eccollaborative.com)

**Application details:**

Applications will be accepted continuously until the function is filled.  
Our target start date is by July 1, 2021.  
Annual salary range is \$41,000-\$57,000 plus benefits; adjustments for fit and experience.

**Job Summary:** The Bilingual Marketing Assistant plays a supportive role in promoting the programs and services of the EDC and <https://businessforwardvc.com/>. A primary focus of this position is supporting EDC's Race, Equity and Inclusion initiative to ensure all materials are available with no or only very limited delay in both English and Spanish. This position supports the strategic communication and marketing strategy as directed by the Communications & Marketing Manager and President/CEO.

**Reports To:** Communications & Marketing Manager

**Job Location:** Camarillo, CA or Remote (Communications & Marketing Manager is remote full-time)

**Essential Job Functions:**

- Creates social media postings and prepares outreach calendar
- Plan social media campaigns and track results
- Manages EDC Español Facebook & Twitter
- Prepares daily communication emails as needed
- Maintains website and performs updates as needed
- Translates EDC emails, social media, flyers and other small projects to Spanish as needed
- Copy editing both English & Spanish

- Monitors partner and COVID-19 business related news
- Supports Communications & Marketing Manager in creating consistent brand communication across all channels
- Plans meetings, events and webinars as directed by identifying and coordinating requirements and developing schedules
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests

**Skills:**

- Fluent in English & Spanish
- Strong writing skills in English & Spanish
- Translation of English business materials to Spanish
- Copy editing in English & Spanish with business focus
- Strong communication skills
- Content creation
- Social media
- Email marketing
- Coordination
- Project management
- Process improvement
- Willing to execute day-to-day tasks and work independently
- Good entrepreneurial work ethic and desire to “get the job done”
- Willingness to share own ideas, even amongst senior staff and advisors
- Ability to prioritize and follow through effectively

**Education/Experience:**

- Bachelor’s Degree in Marketing, Communications or related field; or equivalent education, training or experience
- Experience leading and managing marketing through email, social media and print campaigns
- Experience with Microsoft Office Suite, required
- Experience with Adobe Creative Suite, preferred
- Experience with WordPress, preferred

**Special Conditions:** This position requires reliable transportation for work-related matters with mileage reimbursement. A background check is required.

**EDC-VC is an Equal Opportunity Employer.**

## **EDC Job Announcement, Application Process Bilingual Marketing Assistant**

The application process for the Bilingual Marketing Assistant requires submittal of the following:

- A. An introductory cover letter.
- B. A complete EDC-VC employment [application](#) (may also be requested through Kelly Noble, 805-409-9156, [kelly@edcollaborative.com](mailto:kelly@edcollaborative.com)).
- C. Complete and up-to-date résumé.
- D. Submittal of writing sample. *Responses to these may not exceed one page per question.*
  1. In English, describe your experience in communications and social media. Please cite specific uses of social media platforms.
  2. In Spanish, describe your experience in translation.
  3. Please translate the following two paragraphs to Spanish:
    - a. In partnership with the Economic Vitality Corporation, SLO Partners and the Morgan Family Foundation, the Economic Development Collaborative is happy to announce a new 10-week digital marketing course that provides a unique hands-on learning experience to enhance your marketing skills in the new digital era. This course has been subsidized by the partners to help promote access and remove obstacles for those looking to improve their marketing skills in an affordable digital classroom setting. Learn topical skills that are fundamental to today's online world to improve your job marketability, increase your chances at promotions and support your own journey of personal development.
    - b. Facing any natural, economic or civil disruption can leave businesses frustrated and out of resources. The Economic Development Collaborative (EDC) understands the risks businesses face and is ready to provide access to capital and specialized, hands-on technical business assistance today through the Disaster Bridge Loan Fund. The EDC has been aiding businesses through disasters since the 1994 Northridge Earthquake. Through the recession, devastating wildfires, mudslides and now the COVID-19 pandemic, the EDC has provided low-interest, affordable loans to our region's businesses. With the support of our top-tier business consulting team, we are ready to assist you. The Disaster Bridge Loan Fund is designed to give a cash flow boost to businesses impacted by reduced sales or lost inventory due to disasters. New loan recipients that have been impacted by the COVID-19 pandemic may opt to pay interest-only for the first 6 months. Whatever your position or finances, talk to the professionals at the EDC for more information on how to turn it around.

The complete application package should be submitted to:

**Economic Development Collaborative**  
[Opportunities@edcollaborative.com](mailto:Opportunities@edcollaborative.com)

Applications will be accepted continuously until the position is filled. We are eager to fill the position immediately, though not later than July 1, 2021. EDC retains the right to cancel this recruitment at any time.

For additional information, see the Position Description attached with this process summary.