



Position Title: Marketing Assistant

Department: Marketing & Development

FLSA Status: Part-time (up to 20 hrs/wk), Non-exempt

Location: Lincoln, Nebraska

Reports to: Director of Marketing

Date Created: March 25, 2026

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are called to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: The Marketing Assistant will support the Director of Marketing in creating and executing on-brand marketing content across various channels. This role will contribute to brand building, content creation, social media coordination, website maintenance, and event planning/execution, while ensuring all marketing efforts align with the mission and values of Catholic Social Services.

Essential Functions:

- Assist the Director of Marketing in the development and execution of marketing campaigns across various channels, including digital and print.
- Under the direction of the Director of Marketing, co-create engaging content for marketing materials, including publications, digital and social media, signage, etc.
- Assist with managing agency social media accounts as assigned and engage with followers to build brand awareness and community.
- Build awareness and engagement for CSS programs and services by collaborating with other departments to develop engaging content.
- Collaborate with the Director of Marketing on website content, structure, and improvements, ensuring accuracy, freshness, and alignment with the CSS brand. This includes updating existing pages, creating new content, and optimizing for SEO and social media.
- Assist in the execution of department events and promotions. This includes building content for online auctions utilizing Canva (graphic elements) and Bloomerang Fundraising (online giving/auction software).
- Provide Bloomerang (CRM) support as needed, which may include building and proofreading online forms, email marketing blasts, and assisting the Development and Event Support Specialist with data entry and producing reports/mailing lists.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of the agency's mission.
- Stay up-to-date on industry trends and best practices.
- All other duties as assigned.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.



Preferred Competencies:

- Communication, written and verbal
- Teamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

Qualifications:

A bachelor's degree in marketing, business administration, communications, or a related field; or one to three years related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk, and hear. The employee must regularly lift and/or move up to 25 pounds.

Working Environment:

While performing the duties of this job, the employee is frequently exposed to inside and outside weather conditions. The noise level in the work environment is usually moderate.

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