



Vision Net, Inc.

Marketing Associate - Digital and Events

Great Falls, MT 59404

APPLY

EMAIL JOB

Join the growing and dynamic team at Vision Net as the new [Marketing Associate - Digital and Events](#).

About Vision Net

For over 26 years, [Vision Net](#) has provided innovative IT and Telecommunications services to businesses in Montana and around the nation. Many of our employees have built their careers at Vision Net, having worked here for more than 10 years. We are proud of the opportunities we provide to our employees; we invest in our people and communities to create better outcomes for all. As a leading Montana company, Vision Net has built our reputation on honesty, integrity, and the rural values that have guided our business since 1995. Vision Net has won [awards](#) based on our community investment and innovation.

Vision Net benefits

Vision Net offers great benefits that include medical and dental insurance, 401k, generous sick leave, vacation, and personal time, and a group life insurance plan for employees and their dependents.

Vision Net perks

Vision Net offers a company culture like no other!

- Employee events including BBQs, lunches, and friendly competitions
- [Community](#) involvement opportunities
- [Wellness program](#) that provides one-on-one health consultation for employees and their family members
- Ongoing [training](#) opportunities to help you build your career
- Vision Net provides a dynamic work environment that encourages change, innovation, and creative problem solving

- Life in Montana is an adventure! With 2 National Parks, big-city culture, and a high quality of life, life under the Big Sky is as good as it gets
- Vision Net is an Equal Opportunity Employer

The position assists and reports to the Marketing Manager. Although you will be involved in all facets of our marketing efforts we are particularly interested in candidates with strong skills in multimedia, graphics and social media campaigns. You will also be working and coordinating with our outside partners to optimize our existing programs.

Essential Job Duties and Responsibilities:

- Act as point person for managing Vision Net's presence at in-person lead generation activities. Helps coordinate logistics and execution of these events.
- Company Liaison for Company Associations and Organizations (i.e., Chambers).
- Assists in planning and preparation for all external marketing campaigns, including digital marketing.
- Assists in the preparation for press releases, company newsletters, and event announcements.
- Assists in planning, developing, and implementation of all public relations strategies and activities.
- Supports coordinating and promoting internal and external company events.
- Promotes and increases brand awareness throughout the Company and departments.
- Maintain the department's inventory of office supplies, marketing materials, giveaways, etc. and coordinate ordering additional items as needed.
- Willingness to manage administrative responsibilities, including shipping/delivery of company assets (swag, collateral, branding), travel, etc.
- Helps to promote and create a happy and friendly company culture.
- Maintains and promotes company brand guidelines and core values at all times. Completes all other assigned duties.

Additional job Duties and Responsibilities:

- Able to travel to local offices, regional meetings, and occasional out-of-town meetings/events as required.
- Perform other duties and responsibilities as required to fulfill job function or as assigned by the Manager.

Knowledge, Skills, and Abilities:

Knowledge of:

- Company policies, procedures, products and services.
- General office practices and procedures.
- Industry trends and technologies.

- Successful organizational practices and procedures.

Skill to:

- Write original material, edit, proofread and finalize written material.
- Operate standard office equipment such as a computer, copy machine, and telephone.

Ability to:

- Persuasive oral and written communication skills and strong listening skills.
- Polished public speaking ability, capable of delivering compelling and professional presentations.
- Need to be a quick learner and tech-savvy to get up to speed on the many marketing programs, tools, and systems available.
- Work with departmental budgets.
- Work independently and within a team.
- Promote products and services effectively.
- Think analytically and be a problem solver.
- Obtain and maintain a valid Montana driver's license, have a good driving record and be insured under the Company insurance policy.
- Be organized; work completely and accurately under time constraints and deadlines.
- Read, analyze, and interpret technical documentation.
- Work in a safe and effective manner.
- Maintain confidentiality of company information and records when required.

Education and Experience:

Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:

- Have a college degree (or enrollment) in marketing, business/sales, communication, public relations, or equivalent plus at one year of relevant experience desired.
- Experience in social media, digital and traditional advertising.
- Excellent oral and written communication skills.
- Must be able to speak and present to large groups.
- Professional and dependable with a positive outlook required.

Physical and Other Requirements:

- This position may require 8-10 hour days, flexible hours, and some weekends.

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Learn more about [Vision Net](#) and apply today!

Equal Opportunity Employer, including disabled and veterans.