



# Lewis County Employment Opportunity

Division: Central Services/SWWF | Position: Digital Marketing Representative

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 22: \$4,145- \$5,575/mo.

Posting Opens: 11/14/2017

Posting Closes: Open until filled.

First review 12/07/2017 at 4:00 p.m.

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## DEPARTMENT / OFFICE

This a non-represented salary exempt position working in the Southwest Washington Fair Division of the Central Services Department located at 2555 N. National Ave., Chehalis, WA 98532.

## POSITION SUMMARY

Under limited supervision, coordinates and performs a variety of technical and administrative functions on behalf of Lewis County tourism development. Develops, creates and modifies electronic marketing content for the tourism projects and economic development.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

**Human Resource Department RM 023  
351 NW North Street  
Chehalis, WA 98532**

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

All application materials must be received in the Human Resources Department. Late applications will not be accepted. Applications may be emailed to [daleyn.coleman@lewiscountywa.gov](mailto:daleyn.coleman@lewiscountywa.gov) provided a signed hard copy follows within 5 business days. *If completing the application online, no hard copies are necessary.*

## MINIMUM REQUIREMENTS

- Associate's Degree in Marketing, Graphic Design, Computer Science, Business, or a closely related field; AND three (3) year's digital marketing experience.
- Valid Driver's License is required. Proficient in Microsoft Office, Adobe Photoshop/Lightroom, and Drupal. Video and photography expertise.
- Specific marketing or computer skills may be required.

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

*Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.*