

# **Job Posting**

## **Marketing Officer – Full Time**

**LOCATION: Ambler Branch**

**RESPONSIBILITIES INCLUDE:**

- The marketing and communication activities of the Bank to support the Bank's operations, services, and products.
- Planning, developing, designing, creating and producing various marketing materials, promotions, advertisements, brochures, media releases, newsletters, giveaways and other internal and external communications using various mediums such as direct mail, newspapers, electronic, website and social media.
- Update the Bank's website, develop and manage the Bank's social media outlets, and ensure the Bank's online presence is current and accurate.
- Participating in business and community functions representing the Bank. This position includes some after hours and weekends.

**SKILLS:**

Ability to communicate clearly and in a friendly manner; strong reading, writing, and grammar skills with basic mathematics skills; demonstrated proficiency in design skills a plus but not required; excellent interpersonal, verbal, and communication skills; general knowledge of banking operations and products with a strong knowledge of current banking regulatory compliance for advertising a plus but not required; proficient computer skills, including Microsoft Operating System and products, Adobe InDesign, Adobe Photoshop or comparable design software a plus but not required; knowledge of web design and social media administration; excellent administrative, planning, scheduling and organizational skills with the ability to multi-task and prioritize; strong creative skills; visual and auditory skills; ability to project a positive, friendly and professional image of the Bank.

**EDUCATION/TRAINING:**

A B.S. or B.A. degree in Communications, Marketing, Business Administration, or related field preferred; specialized marketing education and training recommended.

**EXPERIENCE:**

A minimum of five (5) years prior marketing and communications experience required; experience in the banking or financial services industry a plus but not required.

**TO APPLY:**

If interested, please forward your resume along with salary requirements to [HR@amblersav.com](mailto:HR@amblersav.com). No phone calls, please. Qualified candidates will be contacted within 5 business days. Visit us at [www.AmblerSavingsBank.com](http://www.AmblerSavingsBank.com). EOE / AA