**Title:** Communications and Marketing Associate

**Location:** Muscatine

**Reports to:** Executive Director

**Status:** Contract

**Estimated Duration:** Through December 1, 2019

**Rate:** $2,000

**General Description:** Join the team of a dynamic, new nonprofit organization that makes a real difference in the lives of people touched by cancer. This grant-funded, limited engagement contract position engages the larger community in our mission with the ultimate purpose of growing the number of people who participate in Living Proof Exhibit programs, volunteer to advance our mission, and/or make financial contributions.

**Responsibilities and Duties**

1. Meet with select nonprofit organizations, health care professionals, artists, individuals touched by cancer and others throughout Muscatine to tell our story and engage them in our mission.

2. Develop a list of promising healthy living fairs and other community events at which we could tell our story; attend those that have the potential to reap the most benefit

**Hours:** As a contractor, you will have the flexibility to work when and where best fit your schedule with the expectation of meeting with an average of at least 3 new organizational representatives each week, working closely with Living Proof Exhibit’s Programming and Marketing committees, supplemented by referrals made by new contacts.

**Physical Demands:** As a contractor, qualified applicant will use his or her own materials in the conduct of the duties assigned, including telephone, computer with internet access, email, and dependable car. Attending community health fairs requires setting up and lifting items of less than 50 pounds.

**Qualifications:** Applicants should have a background in marketing, health care, art, and/or sales.

The best candidate should:

* Be able to work independently while meeting position goals
* Have a solid understanding of Living Proof Exhibit's mission
* Be outgoing, willing to make cold calls
* Be adept at networking
* Be bilingual (English and Spanish)
* Be able to reach the Latino community in Muscatine

**About Living Proof Exhibit:** Living Proof Exhibit is a nonprofit organization located in the Quad Cities and serving the Muscatine area that provides the therapeutic benefits of the arts to people touched by cancer. We achieve our mission through four programs: Creative Sessions, Exhibitions, Art-to-Go, and virtual tours of the Figge Art Museum. In 2020, we will premiere an opera written by local composer Jacob Bancks that tells the story of local cancer survivors. Learn more at livingproofexhibit.org.

**To apply**, submit cover letter, resume, and three references to Pamela Crouch, Executive Director, livingproofexhibit@gmail.com. Review of resumes will begin immediately and continue until we fill the position.