



**Canalway Partners – Marketing and Events Assistant**  
Seasonal, Part-time Position – April 22 through July 15

Canalway Partners, a cultural heritage organization, is seeking a qualified candidate for the part-time, seasonal position of Marketing and Events Assistant. The candidate is expected to support marketing and communications efforts and event logistics. This role will support seamless event execution, through a combination of effective communication, adaptability, attention to detail, and effective time management.

Canalway Partners is a 38-year-old non-profit 501(c)3 with a long history of community engagement. We work to preserve the natural and cultural experiences of the Ohio & Erie Canalway National Heritage Area. We serve as a catalyst for projects and programs that connect people to place for the prosperity of all. The National Heritage Area program is affiliated with the National Park Service and works closely with Cuyahoga Valley National Park.

The assistant will report to the Director of Communications and collaborate with the staff, board and partner organizations. The position is based in Cleveland, OH with extensive WFH options with some weekend and evenings required. The calendar of events is available [HERE](#) and also includes a 10-day series from June 20-30.

**Responsibilities:**

- Support the execution of annual events.
- Attend events as logistic liaison and volunteer point-of-contact.
- Update event web pages using the content management system.
- Work with community partners and vendors to prepare for events.
- Create materials needed to conduct event, which may include site maps, contact lists, parking permits, vendor contracts, volunteer guides and event signage.
- Assist in the creation of social media posts and create content for Instagram stories, including taking photos and videos.
- Assist the Director of Communications as needed to support the ongoing marketing of the events calendar.
- Become familiar with the history, assets and mission of the Ohio & Erie Canalway National Heritage area.
- Other duties as assigned.

**Preferred Skills:**

- Strong written and oral communication and interpersonal skills.
- Understanding of basic principles of public relations and/or marketing.
- Ability to work independently (hybrid remote and onsite) with instruction and with a team.
- Ability to self-manage and meet deadlines.



- Proficient in email and internet communication.
- Working knowledge of word processing, PowerPoint, Excel.
- Knowledge of website content management and graphic design not required but a plus.
- Possess sound organizational skills.
- Must possess and maintain a valid driver's license under the laws of the State of Ohio.
- Demonstrated ability to perform variable physical requirements of event set up.
- Ability to perform with considerable independence and initiative.

**Work hours and compensation:** Guaranteed hours are between 15-30 / week with a cap of 400 hours. Actual hours will fluctuate week-to-week based on scheduled events. The hourly rate is \$22, paid twice a month.

**Application process:** Submit cover letter, resume and one writing sample in a single PDF file format to Mera Cardenas, Executive Director, Canalway Partners at [mera@canalwaypartners.com](mailto:mera@canalwaypartners.com). Title your email "Marketing Assistant – <first name/ last name>."

Writing samples may include newsletter articles, publications, press releases, or links to digital assets such as websites or social media accounts may be included if the applicant was primarily responsible for content. Selected applicants will be contacted to participate in the interview process. Interviews will be conducted on a rolling basis and the position will remain open until filled.