

# Washington County EXPO

## PART-TIME

### MARKETING & PRODUCTION ASSISTANT

- Promotes the Expo venue and events hosted at the Expo across social media channels; local hotels and VRBOs;
- Analyzes the impact of social media campaigns;
- Assists in the management of Expo social media platforms and website.
- Develops content for social media platforms, signage to support event traffic, and swag for promotional distribution;
- Assists in the creation and establishment of trade shows as well as the organization of concerts, live performances, livestock and equine shows;
- Assists in the planning and execution of events, ensuring all aspects meet or exceed client expectations;
- Assists in the coordination with event organizers, vendors, and internal teams to ensure smooth operations;
- Assists in the creation of room blocks for events.

#### **MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- High School Diploma or GED.
- Two years of experience in an office administrator or marketing position.

#### **PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Associate's Degree in Marketing or related field;
- Experience with the Meta suite of business applications

#### **APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO**

Human Resources Office

Washington County Annex Building

105 West Main St, Suite 101, Brenham, Texas

Email: [hr@washingtoncountytexas.gov](mailto:hr@washingtoncountytexas.gov) [www.co.washington.tx.us](http://www.co.washington.tx.us)

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