

Job Title: Grassroots Marketing Assistant
Department: Marketing
Reports to: Director of Grassroots Marketing

FLSA status: Non-Exempt
Classification: Part Time
Location: Salt Lake City

Ragnar exists to make life more awesome. We are a group of active people who seek to work with individuals who work hard and play hard and have a deep desire to be successful. Ragnar is a Utah-based company with a national footprint, we are a premier series of overnight road and trail running relay adventures.

Position Summary: The purpose of a Grassroots Marketing Assistant is to make life extraordinary for our Grassroots Marketing Team while representing Ragnar and the Ragnar brand. It is the job of the Grassroots Marketing Assistant to support the Grassroots Marketing Department in its goals to expand brand awareness and support those acting as Ragnar brand Ambassadors throughout the country.

Qualifications:

- Bachelor's degree required
- At least 1 year customer service experience
- Having run and/or worked a Ragnar is a plus

Skills:

- Must have strong Communication skills, both written and oral
- Well-versed and comfortable with various forms of Social Media, including, but not limited to FaceBook, Instagram, and Twitter
- Must have the ability to work independently and as a team
- Must be able to work using basic computer skills including Microsoft Outlook, Excel, Word
- Must have strong attention to detail and the ability to accurately and efficiently enter data and complete standard reports
- Well-organized with ability to multi-task, strong time management, and high attention to detail.
- Detail-oriented self-starter with the ability to prioritize projects, work within short time frames and meet deadlines.

Essential functions and responsibilities:

- Provide top-notch customer service to all Grassroots Team Members while supporting the Grassroots Marketing team members
- Responding to Grassroots Team Members via Email, Phone and Social Media.
- Support and fulfill all needs for Grassroots Marketing events
- Manage a high volume of emails and support customers from multiple events following different timelines
- Manage and track Department Inventory
- Manage the Grassroots Marketing Lists and Tracking Data
- Assist the Grassroots Marketing team in meeting budget goals
- Understand and follow budget guidelines for assigned tasks and purchases
- Generate and Submit all Department Expense Report and Check Request Needs
- Generate reports and registration lists for all Grassroots marketing teams
- Complete logistical tasks as needed to support department projects and goals
- Interface with customers, and vendor representatives

To apply: Submit your cover letter with salary requirements and resume to jobs@ragnarrelay.com



RAGNAR RELAY
12 South 400 West, 2nd Floor
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Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** The noise level in the work environment is usually moderate.

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