

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  20137	FLSA	<b>X</b>	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSK - Marketing Los Angeles AFB, CA
			EXEMPT	

3. POSITION TITLE  MARKETING AIDE	4. CLASSIFICATION  NF-1101-I	5. CLASSIFIED BY ELENA G. FLORES 61 FSS/FSMH	6. DATE  20160605
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**DUTIES AND RESPONSIBILITIES**  
 Assists in developing and implementing marketing programs for the Force Support Squadron. Under the direction of the Marketing Director, assist with marketing and advertising promotional activities including print and social media. Assist in the distribution or delivery of marketing materials (magazines, posters, banners, flyers, etc.). Assist with administrative tasks including mailing, answering emails and phone calls. Provide support to social media outreach efforts. Assist with planning and execution of special events. Assist in creation of marketing design, artwork, and promotional displays. Assist with processing orders submitted to LA Star Awards. Utilizes printers, copiers, scanners, folding, cutting and engraving machines. Assist with photo support for events. Works with Marketing Director on assigned projects. May be required to transport marketing material between El Segundo and San Pedro locations. May be required to work at both duty locations in El Segundo and San Pedro. May be required to work some nights, weekends, and holidays for special events. Performs other related duties as assigned.

**QUALIFICATIONS**  
 Applicant must be pursuing Bachelor's degree in Communications, Marketing, Graphic Design or related field. Must have responsible customer service/support experience. Must have excellent verbal and written communication skills. Knowledge of Web, Word, PowerPoint, Excel and Social Media required. Familiarity with Web Design, Photoshop, Illustrator, and InDesign is desired. Must be able to lift up to 40 lbs. or more, stand for long periods of time, kneel and bend frequently. Must satisfactorily complete a National Agency Check with Inquires (NACI).

**PERFORMANCE STANDARDS**  
 Must be able to appropriately perform the duties and responsibilities listed above. Work and performance is reviewed and evaluated in terms of work effort, working relationships, productivity, reliability and skill. Must demonstrate reliability and ability to learn the job.

**TRAINING**  
 Complete training on 61FSS.net Ticket Traffic System. Complete Beginner Courses for Marketing on Lynda.com learning software. Annual Total Force Awareness computer-based training and any additional classroom, textbook, video, online, OJT and TDY training as deemed necessary by the supervisor and the Air Force.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR   61 FSS/FSK Supervisory Marketing Director	DATE  27 Mar 17
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