



Newton Federal Bank, a \$280 million community bank located in Covington, Georgia has an immediate opening for a Production & Sales & Marketing Assistant.

Qualified candidates should submit resumes to jaynlawson@newtonfederal.com with "Production & Sales & Marketing Assistant" in the subject line.

Newton Federal Bank is an equal opportunity employer. It affords equal employment opportunity to all individuals, regardless of age, race, color, religion, gender, national origin, sexual orientation, gender identity, genetic information, veteran status or disability.

PURPOSE/POSITION SUMMARY:

Provides administrative support to the Executive Vice President, Chief Lending Officer/Sales & Marketing Director. Responsible for participating in production management and execution of digital marketing strategies.

RESPONSIBILITIES:

- Assists in compiling and preparing data for production reports involving loans, deposits, and fees used in monthly coaching/goal discussion sessions with lenders and shared with the Board of Directors.
- Assists in and serves as back up to certain aspects of service and sales.
- Provides support for digital marketing strategies to include websites, newsletters, email campaigns, social media, branch displays and electronic messaging center (EMC).
- Assists in managing the advertising budget including sponsorship requests.
- Other administration duties as assigned by manager.

MINIMUM JOB REQUIREMENTS:

- Business or Marketing Degree preferred.
- Computer graphics/interactive media experience preferred.
- Information Technology or related field experience preferred.
- Working knowledge of HTML and content management systems preferred.
- PC proficiency using Microsoft Office and Adobe Creative Suite.
- Ability to work with minimal supervision and maintain strict confidentiality.
- Excellent interpersonal and written and verbal communication skills to effectively and tactfully interact with customers and employees at all levels.
- Strong customer service orientation.
- Must be detail-oriented and capable of multi-tasking.
- Strong problem resolution and organization skills.
- Ability to maintain composure under pressure and the ability to display a professional demeanor at all times.
- Successful completion of any special skills training and any other compliance training deemed necessary by the Bank.
- Maintains adequate knowledge of all applicable banking laws and regulations.