

# Marketing Assistant – Golf Tournament

## Role Summary:

Support the planning and promotion of NAMI's annual Golf Fundraiser through outreach, social media, logistics, and day-of-event support.

## Key Responsibilities

- Assist with event promotions across social and print platforms
- Help manage golfer registrations and sponsor communication
- Create or distribute promotional materials
- Support coordination of raffles, signage, and event-day logistics
- Represent NAMI at partner meetings or community events

## Qualifications

- Interest in marketing or event planning
- Strong communication and organizational skills
- Comfortable with Canva or similar tools (helpful, not required)

**Time Commitment:** 20 hours monthly (1 hr per day) leading up to event; full-day event support

**Reports To:** Executive Director