

JOB DESCRIPTION

Date: October 17, 2025

Job Title: Marketing Project Assistant

Department: Willamette

FLSA: Non-Exempt (Part-Time, 20-25 hours a week)

Reports To: Marketing Manager

Location: Eugene, Oregon

JOB SUMMARY

Do you have a passion for Christian nonfiction books? Are you looking for a job that lets you utilize your organizational and project management skills? Do you have a desire to be challenged? If so, the Marketing Project Assistant position at Harvest House Publishers might be the role for you!

Harvest House fosters a company environment in which every person is highly valued and appreciated. Currently, we are searching for a team player who is humble, bright, and hungry for opportunities to grow. In this position you will report to the Marketing Manager. If you like organizing moving parts, supporting great books, and keeping teams on track, you'll feel right at home.

What You'll Do

Project Management

- Prep the marketing spreadsheet for marketing manager at the start of each new season
- Create and maintain Monday.com boards for every season
- Build and update Monday.com budget boards each year
- Track all marketing payments in Monday's budget boards

Marketing Invoicing

- Handle payments to publicists, web developers, and other vendors
- Pay VP of Publishing company card or create a PO and route for signature
- Send payment details to A/P and the marketing coordinator as needed

Sales Conference Support

- Take notes during pre-sales conference sessions
- Prepare PowerPoint materials ahead of sales conference
- Build the final sales conference deck, including videos and interior book images
- Run the PowerPoint presenting during sales conference

Miscellaneous Responsibilities

- Handle the purchase and shipment of author assets in Monday.com
- Attend marketing meetings with authors, take notes, and update Monday.com with changes and action items
- Assist with assembling influencer boxes
- Support the Events Manager with aspects of event preparation and execution
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Enjoy working on multiple projects at one time
- Knowledge and experience utilizing Mac software, Apple products, Dropbox, Google Sheets, and Google Docs
- Highly capable of managing priorities and deadlines with past experience that demonstrates these skills
- Experience in book publishing or adjacent media
- Willingness to engage in every aspect of a support role — from large and creative projects to everyday tasks
- Attention to detail
- Excellent communication skills, both verbal and written
- Not afraid to ask needed follow-up questions or clarify a situation to do the best job possible
- Patient, self-starting, and able to adapt in a rapidly shifting environment

QUALIFICATIONS

- Bachelor's degree in marketing, advertising, or a related field required
- Commitment to Harvest House's mission and core values
- Passionate desire to market Christian products

JOB LOCATION

This is a part-time position located in Eugene, Oregon. Work will be in-office on Monday through Thursday, and remote on Friday.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Employer is free to deviate from this job description at any time, with or without notice.

DEPARTMENT APPROVAL: _____ DATE: _____

HUMAN RESOURCES APPROVAL: _____ DATE: _____

EMPLOYEE ACKNOWLEDGMENT: _____ DATE: _____