



## Job Posting Marketing Associate

One Community Bank is seeking a Marketing Associate to join our team in Oregon, WI. Interested candidates should submit their resume or application to Talent at [careers@onecommunity.bank](mailto:careers@onecommunity.bank).

The one bank that's different from other banks. We began as a single location serving the Oregon, Wisconsin, community back in 1976. Since then, One Community Bank has grown to serve 10 locations in Oregon, Adams, Grand Marsh, McFarland, Middleton, Oxford, Stoughton, Sun Prairie, and Waunakee. Come grow with One Community Bank! **We have been voted Best Place to Work four years in a row!**

### Summary:

Under the direction of the VP-Marketing, this position implements all marketing functions in accordance with the bank's marketing plans. These functions include, but are not limited to creative, promotion, research, PR, writing, planning and community involvement.

### Essential Duties and Responsibilities include the following:

- Works closely with the VP, loan department leadership, Bank Managers and Compliance.
- Creates and coordinates the bank's marketing plans and long-term objectives for products, services and markets.
- Coordinates public relations activities on behalf of the bank. This includes writing press and product releases and distributing to the media. Crafting and distributing internal and external communications (i.e. newsletters) as well as maintaining relations with local media and industry trade associations is expected.
- Is involved with the community through civic activity, service organizations, and/or professional associations.
- Designs, updates and maintains the company's web site and assists with the internal portal.
- Manages the company's social networking web site(s).
- Coordinates community and business organization activities. Assists in creating and maintaining donation records.
- Implements agreed upon company advertising and promotion activities. Responsibilities can include copyrighting, design, layout, and production of supporting marketing literature. Assists and coordinates client service programs and special projects such as trade shows, seminars, and new product promotions.

- Maintains collection and history of marketing collateral, calendar, reports, and plans. Prepares and updates as required.
- Assists the VP in all marketing, research, analysis, reporting, clerical duties and implementation as requested.

**Desired Qualifications / Skills / Abilities:**

- At least 2 - 4 years of marketing and/or public relations experience – financial institution experience a plus. A bachelor's degree in marketing or a related field is desirable.
- Knowledge of rules, regulations, policies and procedures in the financial services industry
- Advanced problem-solving skills
- Proficiency in Microsoft Office tools, graphic software and web site

**Benefits Include:**

- 401(k), 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance
- Universal Life
- Pet Insurance

