

Open Position
Marketing and Public Relations Assistant

The Adventist International Institution of Advanced Studies (AIIAS) is seeking an individual to serve full-time as Marketing and Public Relations Assistant

Responsibility Overview:

The Marketing and Public Relations Assistant is responsible for assisting the Public Relations and Marketing Director in implementing AIIAS's communication and marketing strategies that targets its various constituencies, advance student recruitment, convey its image to highlight its mission, and support advancement initiatives.

Key Responsibilities:

1. Help implement the different marketing, communications and public relations strategy, promoting AIIAS.
2. Coordinate and support campus communications volunteers, for weekly news update.
3. Assist Public Relations and Marketing Director in ensuring that AIIAS's information about current and past activities are updated regularly on the website and various social media accounts.
4. Assist with the onboarding of a new donor management system.
5. Perform duties as designated by the Marketing and Public Relations Director.

Required Qualifications and Skills:

1. A member of the Seventh-day Adventist Church in good standing, noted for genuine spiritual life, actively modeling the Adventist lifestyle and church involvement.
2. A graduate of a 4-year course in any business, marketing, or communication course.
3. Excellent interpersonal, analytical, and oral and written English communication skills.
4. Computer skills in word processing, email, photo management, and online marketing analytics.
5. Has a working knowledge of content management system, desktop publishing, and web design.
6. High level of initiative and integrity and can multi-task and work in high pressured environments.

Preferred Qualification and Skills:

1. Training in the area of public relations or institutional marketing.
2. Knowledge of strategic institutional branding, marketing and public relations.
3. Computer skills in layout and design with working knowledge of Adobe Photoshop, InDesign, and Canva.
4. Experience in photography and videography including basic to intermediates video editing.
5. Knowledge of AIIAS and its programs.

Required Work Experience:

1. Has ability to write news and feature articles.
2. Experience in covering events, including gathering data and interviewing key persons.
3. Experience in promoting an event, organization, products, or advocacy by designing the poster or other visibility materials, person-to-person interaction, and following-up on leads.
4. Basic accounting and spreadsheets skills, including tracking receipts, entering data using formulas, and generating summary reports.
5. Knows how to use mail merge for communication and documentation purposes.

Preferred Work Experience:

1. Experience in marketing and/or student recruitment recruiting for an educational institution.
2. Skilled in using DSLR or Mirrorless cameras to take photos and videos for media production.
3. Proficient in Adobe Create Suite (Premier Pro, InDesign, Photoshop, and Lightroom) for post-production video and photo editing.
4. Experience in website management using WordPress and Elementor for Website management.
5. Ability to manage multiple social media accounts on behalf of an organization.

Remuneration:

Remuneration will be according to the denominational wage scale at AIIAS, considering educational qualifications, professional experience, and years of service.

Classification: National/local Employee

Available: October 1, 2025 or as soon as possible thereafter

Application Process:

Please email your application letter and current Curriculum Vitae with 3 references to Human Resources Department at recruitment@aiias.edu. Applications received by September 15, 2025 will receive full consideration or until the position is filled.