

DCH Marketing & Operations Associate

The Dedham Community House (DCH), a nonprofit community organization founded in 1922, is seeking a full-time Marketing & Operations Associate. Serving thousands of people each year from Dedham and many surrounding communities, DCH operates a highly-regarded preschool, a popular summer camp, a variety of recreational and enrichment programs for all ages, an outdoor summer pool and multiple seasonal community events.

DCH is seeking a friendly and professional individual to fill a new Marketing & Operations Associate position. This is a full-time, year-round position responsible for developing, planning and executing creative marketing campaigns; promoting and coordinating facilities rentals; managing the organization's calendar, customer database, and correspondence; processing program registrations; and assisting with special projects and events. Candidates should possess excellent verbal and written communication skills, customer service and organizational skills, and attention to detail. B.A. required; marketing degree and/or experience strongly preferred.

To apply, send cover letter and resume to:

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