



Cascade Chamber of Commerce
(208) 382-3833 | www.cascadechamber.com
Info@cascadechamber.com
P.O. Box 571, Cascade, ID 83611

MARKETING ASSISTANT Contract Solicitation

RELEASE DATE: November 10, 2025

SUBMISSION DEADLINE: December 12, 2025 (11:59 PM Mountain)

CONTRACT TERM: January 1, 2026 – December 31, 2026

CONTACT FOR QUESTIONS/SUBMISSION: info@cascadechamber.com

1. Background & Purpose

The Cascade Chamber of Commerce (the “Chamber”) invites proposals from qualified individuals or contractors to provide Marketing Assistant services that support the Chamber’s marketing and communications efforts, tourism promotion, chamber memberships, and community engagement.

2. Scope of Work

The Marketing Assistant will support the Chamber’s marketing and communications initiatives. This includes helping implement the Chamber’s marketing plan, supporting events, social media management, graphic design, and storytelling that promotes Cascade as a travel destination and supports member businesses.

- Assist in implementing a marketing and communications plan aligned with Chamber goals.
- Develop and schedule consistent social media content across platforms (Facebook, Instagram, LinkedIn).
- Create visual content such as graphics, short-form videos, and reels for campaigns and events.
- Support event promotions, including photography, live social media updates, and post-event recaps.
- Provide content and coordination support for weekly and monthly newsletters.
- Maintain a consistent brand identity across all platforms and materials.
- Assist with community storytelling, including member spotlights and business success features.
- Support recognition of sponsors and partners in marketing materials and digital campaigns.
- Coordinate with the Chamber’s media company for content updates on the website as needed.

3. Deliverables

- Weekly: 3–5 organic social posts and event-related content (graphics, photos, short videos).
- Monthly: Member and community newsletter content support and a short summary of tasks completed.
- Event Coverage: Attend Chamber and community events to capture promotional content as needed.



Cascade Chamber of Commerce
(208) 382-3833 | www.cascadechamber.com
Info@cascadechamber.com
P.O. Box 571, Cascade, ID 83611

4. Qualifications

- Experience in social media management, content creation, or marketing support.
- Proficiency in design and social media tools (e.g., Canva, Meta Business Suite).
- Excellent communication, writing, and storytelling skills.
- Ability to manage multiple priorities and meet deadlines independently.
- Able to attend and support Chamber events in Cascade, Idaho.
- Experience in marketing photography.

5. Compensation

Estimated 5–7 hours per week at \$22 per hour. Compensation will be available based on funding.

6. Proposal Submission Requirements

- Cover letter outlining interest and relevant experience.
- Resume or CV including related work or volunteer experience.
- Examples of previous work or links to online portfolio/social pages (if available).
- Two professional or community references.

** Submit all applications to be considered to Info@cascadechamber.com by December 1, 2025 (11:59 PM Mountain). You may also mail your application or drop it off to the Chamber office on Mondays, Thursdays, or Fridays from 12-3 PM.

7. Evaluation Criteria

- Relevant experience and creativity of work samples.
- Understanding of Chamber's mission and Cascade community values.
- Demonstrated ability to manage social media and event content.
- Professionalism, communication, and responsiveness.

8. Timeline

- Solicitation for applications issued: November 6, 2025
- Proposals due: December 6, 2025
- Selection: December 16, 2025
- Contract start: January 1, 2026